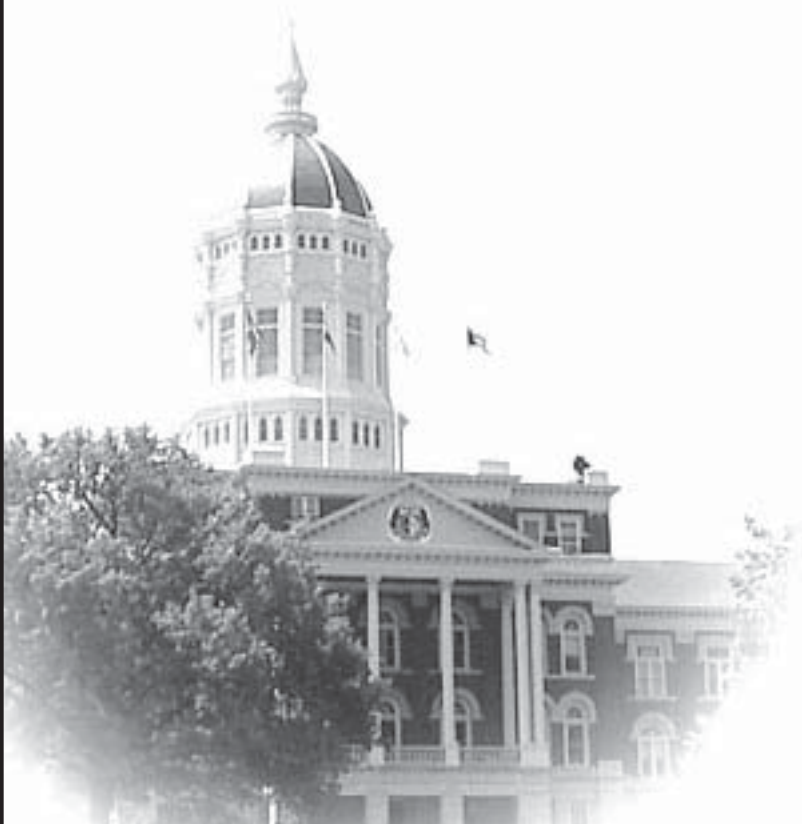


Online Academic Recruitment and Selection System (OARS)

Training Manual

Version 2.6



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LESSON 1 - INTRODUCTION TO OARS

In this lesson, you will learn how to:

- go to the OARS web application
- log in to OARS
- understand system requirements
- learn user roles and definitions

Brief Overview

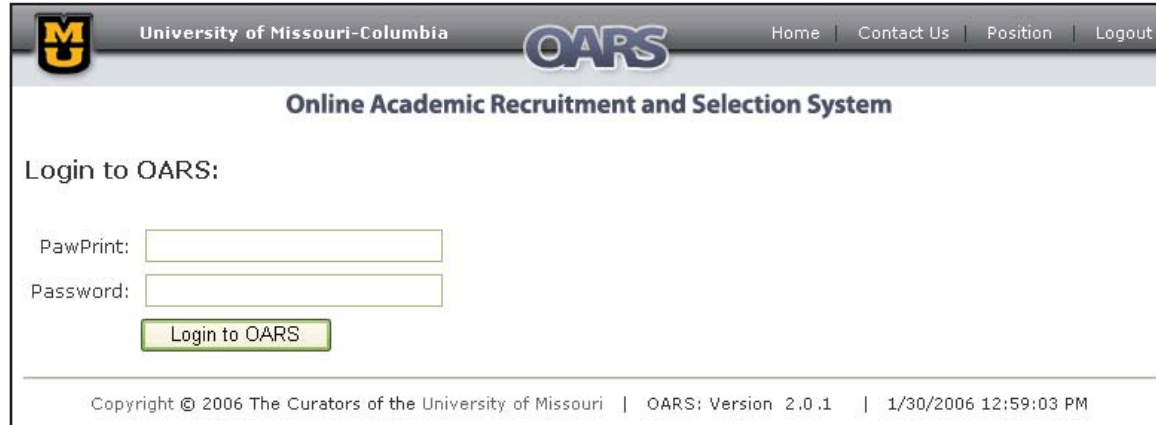
Online Academic Recruitment and Selection System (OARS)

The Online Academic Recruitment and Selection System (OARS) was developed by the University of Missouri-Columbia by the Applications and Development group to assist the campus in tracking the faculty hiring procedures as outlined by Federal and State law as well as MU policy.

This system is accessible via a web interface that is entered by pointing a Web browser to the URL:
<http://oars.missouri.edu>.

The Online Academic Recruitment and Selection System provides all Departments, Units and Offices within the Columbia campus with a centralized and secure location to enter information, review information, and generate reports based on the hiring process. This online process eliminates a time consuming paper trail and provides electronic storage for reviewable documents pertaining to the Faculty Position. The application also gives the user the option to delegate their authority to another user so they may perform the tasks of the delegator.

OARS uses Active Directory for login authentication. When an individual logs into the OARS application with their SSO ID (PawPrint) and password, Active Directory processes the request. If authentication is successful, the user will be allowed to enter the OARS environment with the appropriate accessibility level.

The screenshot shows the OARS login interface. At the top, there is a header bar with the University of Missouri-Columbia logo on the left, the text "University of Missouri-Columbia" in the center, and the "OARS" logo on the right. To the right of the "OARS" logo are links for "Home", "Contact Us", "Position", and "Logout". Below the header, the title "Online Academic Recruitment and Selection System" is centered. The main content area is titled "Login to OARS:". It contains two input fields: "PawPrint:" and "Password:". Below these fields is a green button labeled "Login to OARS". At the bottom of the page, a footer line reads: "Copyright © 2006 The Curators of the University of Missouri | OARS: Version 2.0.1 | 1/30/2006 12:59:03 PM".

OARS Login Page

If your Login was successful, the **Home** page of the OARS application will display. If your **Login** was unsuccessful, try again or contact the system administrator at oars@missouri.edu.



Step by Step

Navigate to the OARS TRAINING Application

Steps	Practice Data
1. Open web browser	Click Start
	Click All Programs
	Select Internet Explorer
2. Go to OARS web location	Type http://oarstraining.missouri.edu
3. Bookmark OARS login web page in Internet Explorer	Click Favorites in the Internet Explorer Tool bar
	Click Add in the Favorites task pane on the left side of the screen
	Click OK
4. Log in to OARS	In the login text box, type train and the number of the computer in front of you in the training room. Example: train01, train02, train03. There isn't a password for the training database. NOTE: At your work site you will be entering your MU Pawprint and Password when going into the production OARS database.
	Click Login to OARS

NOTE: The training url in the above Step-by-Step is not the url to log in into the practice OARS application or the production OARS application.

The practice url for after training is <https://oarssandbox.missouri.edu>.

OARS Home Page

On the Home Page you will find that you are logged in as a user. There are three buttons to select from: Admin, Position and Reports. The Admin button is used mostly by the OARS System Administrator and some tasks can be done by the end-user. The Position button is what the end-user will use for documenting the hiring process. It covers everything from creating a position to a candidate accepting an offer. Lesson 2 will cover the Position button. The Reports button can be used by the end-user to request reports.

User Interface

The user interface associated with the Online Academic Recruitment and Selection System is Web-based. It consists of HTML documents with embedded hyper links, form elements, navigation buttons and buttons for sending and retrieving data. Users should be familiar with the Internet and Web browser environments.

Software Requirements

Software requirements for the Online Academic Recruitment and Selection System include:

- Operating System: Windows 95 or later.
- Web Browser: Microsoft Internet Explorer 6.0 or above.

Communication Requirements

Communication requirements for the Online Academic Recruitment and Selection System include:

- Ethernet data communication network
- IP network layer protocol.
- TCP transport layer protocol.

Installation Procedures

Installation of the Online Academic Recruitment and Selection System is not required. Since the application is Web-based, simply point the browser to **<https://oars.missouri.edu>**.

Any other applications that are necessary for the use of this application (such as Adobe Acrobat Reader) will be available for download from within the application. It is assumed that a Web browser currently resides on the user's computer.

User Roles and Definitions

The OARS Application has three *User Roles* or *Types*, each with a different function and level of authority. The three types are **Hiring Unit**, **Committee**, and **Distribution List**.

- **Hiring Unit** is the Department, Office or Unit that has identified the need for a Position. Each user will be able to see all Departments they are authorized to see in OARS, as specified by the organizational structure in PeopleSoft. The data entry for the Position and the subsequent addition of information for the Position will be the responsibility of the Hiring Unit.
- **Committee Members** review, and approve or disapprove each Candidate entered for a specific position. The policy for performing this function can be found in the IPFD Policy and Guidelines at the beginning of this manual.
- **Distribution List** is an informational mailing list put together for each position and specifies who is responsible for performing certain approval and review functions within the application. The Hiring Units organizational structure will determine the specific persons to perform each function. The main functions of the Distribution List are:
 - o Approves / Disapproves the Position including the funding, criteria, and other associated requirements as determined by the Hiring Unit.
 - o Approves / Disapproves the Applicant pool search methods. This is done once all the Candidates have been reviewed by the Committee and at least one Candidate is recommended for the Position. Please refer to the IPFD Policy and Guidelines in the OARS user manual for specific requirements for Applicant Searches.
 - o Approves / Disapproves the Offer of Employment.

LESSON 2 - CREATING A POSITION

In this lesson, you will learn how to:

- create a position
- enter position information
- add references to a position
- add criteria to a position
- add funding to a position

Create a Position

To create a Position, log in to the application and click the Position button on the Home page. The **Position Search** page displays.

Position Search Page



**Step
by Step**

Navigate to Position Search Page

Steps	Practice Data
1. Go to the Position Search Page	Click on the Position button on the Home Page
2. Create new position	Click New on the Position Search page

 University of Missouri-Columbia  Home | Contact Us | Position | Logout

Online Academic Recruitment and Selection System
User: Train Train01 | Acting As: Train Train01

Position Entry

Save | Refresh | Clone | Exit

Job Title: Not Selected	
Organization:	Accountancy Accountancy
Incumbent:	Select
Primary Position Group: Not Selected	
Date Entered:	1/17/2006
File Number:	
Hire Procedure:	Not Selected
Hire Type:	Not Selected
Female Goals:	1
Position Number:	
Minority Goals:	1
Job Description ID:	
Position State:	Position Entry
Change State:	
Job Code:	Not Selected - Not Selected
Job Description Summary:	
Position Justification:	
Working Title:	
Estimated Salary:	0.00
Screenings Begin Date:	1/17/2006
Service Basis:	Not Selected
Appointment Start Date:	1/17/2006
Priority:	0
Appointment End Date:	1/17/2006
Position Status:	Open
☐ Tenure ☐ Reappointment	
Hours - FTE:	0 -
☐ Mission Enhancement ☐ Grant Funded	

Check the boxes below if the information is complete.

Reference	Criteria	Funding
Distribution List	Committee	Links Completed

Save | Refresh | Clone | Exit

Position Entry Page

Position Entry Page Definitions

Terms	Definitions/Actions
Job Title	An auto-filled field, based on the Job Code selected
Organization	The name of the Hiring Unit creating the Position. If you are authorized to act on behalf of more than one Hiring Unit, you will be able to select from the drop-down menu to the right of the auto-filled Hiring Unit name.
Incumbent	Allows you to select the person that currently holds the Position. To select an incumbent, click the Search button. The Incumbent Search form will display, allowing you to search by Last Name, First Name, and/or SSO ID (PawPrint).
Primary Position Group	Is auto-filled, with the value being determined by the Job Code/Job Title. The possible values are Administration, Regular Faculty, and Non-Regular Faculty.
Date Entered	Is auto-filled with the date the position was created.
File Number	Is auto-filled with a system generated number and cannot be changed.
Hire Procedure	Is auto-filled, based on the value of Hire Type. The two possible values are Full and Abridged.
Hire Type	Is a drop-down menu of all possible hire types.
Female Goals	Is auto-filled with the female goals set by the Hiring Unit.
Position Number	The ID from PeopleSoft
Minority Goals	Is auto-filled with the minority goals set by the Hiring Unit.
Job Description ID	A seven digit Hiring Unit specific number, composed of the first 2 digits of the Division number, followed by 5 digits determined by each Division. The value entered into this text box must have seven digits.
Position State	Is based on where the position is in the phase of approvals.
Change State	This field is unavailable until the Position is created.
Job Code	A drop-down menu of all available Job Codes and their corresponding Job Title Descriptions.
Job Description Summary	A text area to type an accurate description of the duties of the position.
Position Justification	A text area to type the justification for creating and/or filling the position.
Abridged Hire Justification	A text area to type the justification for not doing a full search, if the Hire Type is not Standard.
Working Title	A text area to type the Working Title for the Position.
Estimated Salary	Is a text area to type the estimated salary (median of the salary range) for the Position with a maximum of 7 digits. Do not type the (\$) symbol.
Screening Begin Date	The date screening for the Position will begin.
Service Basis	A drop-down menu with values of 9 months or 12 months.

Terms	Definitions/Actions
Appointment Start Date	The date the appointment for the Position is anticipated to begin.
Priority	A single digit value indicating the priority for filling the Position. The range is 1 – 5, with 1 being the highest priority.
Appointment End Date	The date the appointment for the Position will end. 8
Positions Status	A drop-down menu with available options of Open, Hired, Close, and Leave Open.
FTE	A drop-down menu with the available range of Hours/Percentage for the Position.
Tenure	A check box to indicate if the selected candidate may be tenure eligible.
Reappointment	A check box to indicate if the Position appointment term may be extended.
Mission Enhancement	A check box to indicate if the Position is funded with Mission Enhancement funds.
Grant Funded	A check box to indicate if the Position is grant funded.

Step by Step

Create a position

Steps	Practice Data
1. Determine Hire Type	Click the down arrow next to Hire Type and select Standard .
2. (Optional) Enter Position Number	If you know the PeopleSoft position number, type it in the Position Number text box.
3. Enter Job Description ID	Enter a 7-digit number in the Job Description text box. For training purposes, enter 17 + 2-digit computer machine number + 567. Example: 1701567
4. Select appropriate Job Code title from the drop down menu.	Click the down arrow next to Job Code and select 1700 - Assistant Professor .
5. Describe the job	Type Provide instruction in Accountancy in Job Description text box.
6. Justify position	Type To fill position vacated in W05 semester in the Position Justification text box.
7. State working title	Type Asst. or Associate Professor of Accountancy + 2-digit computer machine number in the text box. Example: Asst. or Associate Professor of Accountancy - 07
8. Enter salary	Enter 55,000 in the Salary text box.
9. State Service Basis	Click the down arrow next to Service basis and select 12 months .
10. State Priority	In the Priority box, type the number 1 .
11. Enter Screening Begin Date	Enter today's date (MM/DD/YYYY).
12. Enter Appointment Start Date	Enter the start date in the Appointment Start Date box (MM/DD/YYYY).
13. Enter Appointment End Date	Enter the end date in the Appointment End Date box (MM/DD/YYYY).
14. Enter Tenure	Click on the checkbox in front of the word Tenure .
15. State FTE	Click the down arrow next to Hour FTE and select 40-100% .
16. Save the new position entry information	Click Save

Notice that the **Change State** area now has an active button titled **Position Approval**.

The web form will display with a new navigational menu bar. This **Position Entry** form will be the basis for all other actions to be performed for the position. The navigational menu bar includes links to the following position attributes:

- References
- Criteria
- Funding
- Links
- Distribution list
- Committee

These will be discussed in the next section.

Add References to a Newly Created Position

References are used to evaluate the qualifications of each candidate applying for the position. By adding references to the position, it ensures the unbiased qualification of candidates. To add references to a position, click the References tab on the menu bar. The Position Reference web form will display. There are 9 reference types to select from for each newly created position. Select the type of reference required for the position. You can add, edit, or delete references with this web form. When all references have been added to the position they are saved once the Save button is selected.

Position Reference

Working Title: Asst. or Associate Professor of Accounting - 01

Position

References

Criteria

Funding

Links

Distribution

Committee

Save

Refresh

Add

Exit

Reference Type	Required	Comment		
Resume/CV Resume/CV Letter of Reference Reference List Official Transcript Publications List Statement Application Proof of Licensure Samples of work	☐		Update	Cancel

Position Reference Form



**Step
by Step**

Add reference information

Steps	Practice Data
1. Go to the Position Reference Form	Click the Reference tab on the menu bar
2. Add reference information	Click the Add button in the sub-menu
3. Add reference type	Click on the down arrow under Reference Type and select Letter of Reference .
4. Make the reference type required	Click the check box in the Required field.
5. Add comments	Click in the text box in the Comment field and type Must attach 2 letters of reference .
6. Update the form with the new information	Click the Update button
7. Save the new information	Click the Save button

Steps	Practice Data
8. Add another reference	Click the Add button in the sub-menu
9. Select the appropriate reference needed	Click on the down arrow under Reference Type and select Official Transcript
10. Make the reference required	Click the check box under the Required field. A check mark will appear.
11. Update the form with the new information.	Click the Update button.
12. Save the new information	Click the Save sub-menu button.
13. Return to the Position Entry Screen	Click on the Position tab on the main menu.

Add Criteria to a Position

Criteria are added to the position for the purpose of consistent and unbiased evaluation of each candidate. The criteria will be used throughout the candidate evaluation process to advance candidates toward hiring or as a basis for non-selection if the criteria are not met.

The **Position Criteria** web form is used to add special criteria for the new position. There are three types of criteria available to select. They are minimum, preferred, or additional. There is also space to type in any description relevant to the job or the hiring unit. The process is repeated as often as needed until all criteria is entered.

You can edit or delete a criterion type or description at any time by clicking the appropriate button. All criteria can be edited or deleted, if necessary.

Criteria Menu
Working Title: Asst. or Associate Professor of Accounting - 01

Position | **References** | **Criteria** | **Funding** | **Links** | **Distribution** | **Committee**

Save | Refresh | Add

Criterion Type	Description		
Minimum Minimum Preferred Additional		Update Cancel Delete	

Criteria Menu



**Step
by Step**

Add criteria information

Steps	Practice Data
1. Go to the criteria menu	Click the Criteria tab on the menu bar
2. Add criteria information	Click the Add button on the sub-menu
3. Enter criterion type	Click the down arrow under Criterion Type and select Minimum .
4. Add a description on the criteria type selected	Type 3 Years Teaching Experience
5. Update criteria menu	Click the Update button
6. Save the minimum criteria information	Click on the Save sub-menu button
7. Add additional criteria	Click on the Add button
8. Enter criterion type	Click on the down arrow under Criterion Type and select Preferred .
9. Add a description on the criteria type selected	Type 5 Years Teaching Experience
10. Update criteria menu	Click the Update button
11. Save information	Click on the Save sub-menu button
12. Return to the position Entry screen	Click on the Position tab on the main menu.

Add Funding to a Position

The **Position Funding** web form is a dual purpose form. The primary purpose of the form is to display the funding source(s) for the position. A single department may use one or more accounts to fund a position. Additional departments are also be entered here to indicate joint appointments, regardless of the split of funding.

The **Position Funding** form contains information from the Position Entry form as well as options to include split funding. The form also allows the user to update, edit, or delete funding information.

The following information is pre-filled from the information contained in the position entry form.

- Organization – the Hiring Unit that added the Position as well as any other Department that contributes to or benefits from the Position.
- Funding % - the percentage of funds to be provided by each Organizational Unit.
- Hours – the number of hours based on the Funding % field and the FTE of the Position. If a Department is only split funding a position, the number of hours in the column will still show a number of hours for the Department, regardless of the faculty's home.
- Minimum Salary – auto calculated at 10% under the estimated salary for the Position.
- Maximum Salary - auto calculated at 10% over the estimated salary for the Position.
- Auto Calc – a check box for auto calculation of Hours, based on the value in the Funding % field. If you edit the salary range, you need to uncheck the Auto Calc check box.

The above information can be edited, deleted and/or saved back to the Position Entry form.

The assigned MoCode for the Hiring Unit will be entered in the Position Funding form. The code must be a valid MoCode. Even if the hiring unit does not fund the position, as may be the case for a zero-dollar courtesy appointment, a valid MoCode must be entered but the % would state 0.

Position Funding

Working Title: Asst. or Associate Professor of Accounting - 01

Position

References

Criteria

Funding

Links

Distribution

Committee

Save | Refresh | Add

Estimated Salary: \$55,000.00

Organization	Mo Code	Funding %	40 Hours	Minimum Salary	Maximum Salary	Auto Calc	Source of funding		
Accountancy		100	40	\$49,500.00	\$60,500.00	YES		Edit	Delete

Position Funding Form



**Step
by Step**

Add MoCode and edit funding information

Steps	Practice Data
1. Go to the Position Funding Form	Select or click the Funding tab on the main menu
2. Edit funding information	Click the Edit button
3. Enter valid MoCode	Enter CM765 into the MoCode field
4. Update funding information	Click the text box under the Minimum Salary field and delete the minimum salary by selecting the text and selecting delete on the keyboard. Enter 55,000
5. Remove auto calculate to keep \$55,000 entry	Deselect the Auto Calc check box.**
6. Update funding information	Click the Update button
7. Save the funding information	Click the Save button
** Note	If the minimum or maximum salary is changed to anything other than the default of 10% under or over, the Auto Calc check box must be deselected.

Adding Additional Funding Sources

If more than one department is funding a position, the information will be entered in the Position Funding form. To add another funding source, click the Add button on the Position Funding form to reach the Organization Search form. From there, select the correct organizational level for the second funding source.

Once the appropriate organization unit is found a valid MoCode must be entered. Even if the unit will not fund the position, as may be the case for a split appointment, a MoCode is still necessary. If the added organization unit will be funding any part of the position, enter the percentage in the Funding % field. All other information for the added organizational unit will need to be added to the Position Funding form. This process is repeated until all funding sources are entered.

Step
by Step

Add additional funding sources

Steps	Practice Data
1. Go to the Position Funding Form	Click the Funding tab on the main menu, if necessary.
2. Add additional funding department.	Click the Add button
3. The Organizational Search form opens	Enter Economics
4. Search for department	Click the Search button.
5. The new department appears on the Position Funding form.	Enter MoCode C1758
6. Enter Funding Percentage	Enter 40 percent in the Funding % data field
7. Enter minimum salary at 40%	Enter 22,000
8. Enter maximum salary at 40%	Enter 24,200
9. Remove auto calculate field	Deselect the Auto Calc field
10. Enter Source of funding comment	Type " Funds from Grant " in the Source of funding field
11. Update information	Click the Update button.
12. Change funding percentage for the Accountancy Department.	Click the Edit button in the Accountancy funding source
13. Change % funding	Delete the 100% entry and enter 60 percent in the Funding Percent field.
14. Enter minimum salary at 60%	Enter 33,000
15. Enter maximum salary at 60%	Enter 36,300
16. Update information	Click the Update button.
17. Save the additional funding source information	Click the Save button on the sub-menu.**
**Note:: If there are data entry errors, they will be displayed at the bottom of the Position Funding form after you click Save. Correct the error(s) and click Save again.	

Position Funding

Working Title: Professor of Accounting

Position | References | Criteria | **Funding** | Links | Distribution | Committee

Save | Refresh | Add

Estimated Salary: \$55,000.00

Organization	Mo Code	Funding %	40 Hours	Minimum Salary	Maximum Salary	Auto Calc	Source of funding		
Accountancy	CM765	60	24.0	\$33,000.00	\$36,300.00	NO		Edit	Delete
Economics	C1758	40	16.0	\$22,000.00	\$24,200.00	NO	Funds from Grant	Edit	Delete

Position Funding Form with two Funding Sources

Add Links to a Position

The **Links** tab allows users to upload forms such as the Position Announcement, Criteria for Assessing Candidates, Proposed Methods for Recruitment, etc... Links can only be added during the Position Entry state of a position. The following forms are available for download at <http://www.missouri.edu/~mafdwww/pages/programs/facjobs.htm>

- OARS Criteria for Assessing Candidates
- OARS Proposed Methods for Recruitment
- OARS Recruitment Method Change Request Form
- OARS Position Advertisement Form
- OARS Position Vacancy Announcement

From the *Office of the Vice Provost Faculty Hiring* page (<http://www.missouri.edu/~mafdwww/pages/programs/facjobs.htm>) click the **pdf** of the form to be opened. Save the file to your local machine. Complete the form, save it again to your local machine and link it to the OARS position.

University of Missouri-Columbia

Office of the Vice Provost
International Programs and Faculty Development

Faculty Hiring (FH)

IPFD Division Offices

- Asian Affairs Center
- Cambio Center
- Disability Services
- European Union Center
- International Center
- Program for Excellence in Teaching

Resources

- Economic Development
- Faculty Development
- Faculty Hiring
- Internationalization at MU
- UM System
- International Student Organizations

Faculty Hiring Resources

- Faculty Positions
- Cancel Positions
- Post Positions

211 Jesse Hall
Columbia, MO 65211
OARS Support: oars@missouri.edu
Contact OARS: 884-9591/882-9190
Vice Provost : (573) 882-9061

Form Titles	Links
OARS - LOGIN TO OARS	html
OARS "Training" Manual	htm pdf
OARS "Training" Manual (RELEASE 2 CHANGES)	pdf
OARS <i>The Recruitment and Selection Guidelines and Procedures for Faculty and Academic Administrative Positions are included in this document</i>	pdf
OARS "User" Manual	pdf
OARS Criteria for Assessing Candidates (OARS) Online Academic Recruitment System - Revised August 2004	pdf
OARS Proposed Methods for Recruitment (OARS) Online Academic Recruitment System - Revised August 2004	pdf
OARS Recruitment Method Change Request Form (OARS) Online Academic Recruitment System - Revised August 2004	word pdf
OARS Position Advertisement Form Revised August 2004	pdf
OARS Position Vacancy Announcement Revised December 2004	pdf

Office of the Vice Provost Faculty Hiring page



**Step
by Step**

Add a link to a position

Steps	Practice Data
1. Go to the Position Links Form	Click the Links tab
2. Download a form from the <i>Office of the Vice Provost Faculty Hiring Page</i>	Click Downloadable Forms . From the Resources menu on the left side of the <i>International Programs</i> page, click Faculty Hiring .
3. Save the form to your machine.	Click the pdf link of the form you wish to use and save it to your machine.
4. Edit the form and save.	Edit the form as needed and save it to your machine.
5. Return to the OARS Position Links form.	Return to your OARS position and click the Links tab, if necessary.
6. Select the type of form you are uploading.	Select one of the link types from the list of default links or add a link by selecting it from the drop-down menu.*
7. Upload the form.	Click Edit next to the Link Type. Click Browse and find the newly saved file. Select the file and click Open .
8. Update	Click Update .
9. Save the link.	Click Save .
*The Advertisement and Methods are required. Note: To view the link that you saved to the OARS position, click View next to your link.	

Position Links

Working Title: Asst. or Associate Professor of Accounting - 01

Position
References
Criteria
Funding
Links
Approval
Distribution
Committee

Save
Refresh

[Downloadable Forms](#)

Criteria
▼

LinkTypeName	Uploads		
Criteria	View	Edit	Delete
Methods	Browse...	Update	Cancel Delete
Advertisement	View	Edit	Delete
Position Announcement	View	Edit	Delete
Letter of Offer	View	Edit	Delete

Edit Position Links

Add a Distribution List

The **Distribution List** is a list of persons from the hiring unit and other associated units within the organizational hierarchy and shows the role to be performed by each person. The distribution list consists of persons with positional authority to approve faculty recruitment and selection and generally includes the Department Chair, Dean, and VP-IPFD. The list is maintained by the hiring unit.

The function of the distribution list is to:

1. Review and/or approve the position.
2. Review and/or approve the search process once there is at least one recommended candidate.
3. Review and/or approve the position offer made to each candidate.

Prior to adding a **Distribution List** to a position, see the *MU Policy and Guidelines* for the rules on the composition of the Distribution List.

To add a distribution list, click the distribution list tab on the menu bar. The form will display. A distribution list is added from the organizational level drop-down menu. The members of the distribution list for the organizational level selected will fill the data grid with their respective roles. This process can be repeated until all organizational units are entered. The form can be edited, updated or canceled as information changes. For example, removing a person from the list or adding a person to the list are features of this form.

Position Distribution List

Working Title: Asst. or Associate Professor of Accounting - 01

Position | References | Criteria | Funding | Links | **Distribution** | Committee

Save | Department | Add Group | Add Person | Refresh

Department
Sub Dept
Campus (BU)
Division (VCVP)
CSD

Name	Role	Type

Distribution List Form

Step by Step Add a distribution list

Steps	Practice Data
1. Go to the Distribution List form	Select or click the Distribution List tab on the main menu.
2. Select organizational unit	Click the down arrow in the department field and select Department
3. Add departmental group to the distribution list	Click Add Group
4. Edit role of an individual	Select the Edit button next to Mary Meyer
5. Change role of individual	Click the down arrow in the Role Type field and select Review
6. Update field	Click the Update button
7. Save changes	Click the Save button on the submenu

Position Distribution List
Working Title: Asst. or Associate Professor of Accounting - 01

Position | **References** | **Criteria** | **Funding** | **Links** | **Distribution** | **Committee**

Save | Department ▼ | Add Group | Add Person | Refresh

Name	Role Type		
Mary Meyer	Review	Edit	Delete
Brady Deaton	Approval/NonApproval	Edit	Delete

Distribution List Form

Adding a Person to the Distribution List

The OARS application allows the user to add a person for a specific position only to the distribution list if they don't appear automatically. Using the **Add Person** button allows this to happen.

A search is conducted to find the person to be added. An **OARS Users Only** button is displayed in the **Distribution List Search** form. It is check marked by default. If the search does not return a result, or the name of the person you are trying to add is not in the search results, uncheck the **OARS Users Only** check box and search again.



Step
by Step

Add a person to the distribution list

Steps	Practice Data
1. Go to the Distribution List form	Select or click the Distribution List tab on the main menu, if necessary.
2. Select the Add Person feature	Click the Add Person button on the submenu
3. Add person's personal information to the Distribution List Search form.	In the Last Name field, type in Pfefer
	In the First Name field, type in Joleen
	In the SSO ID field, type in PfeferJ
4. Find the person	Click the Search button
5. Add the person	Click the Select button
6. Change role of person.	Click the Edit button
	Click the down arrow under the Role Type field
	Select Approval/NonApproval and Click Update
7. Save the information	Click the Save button

Add a Position Search Committee to a Position

The position search committee is a list of persons and the role to be performed by each person on a per position basis (i.e. the committee must be created by the hiring unit each time a new position is created). The function of the position search committee is to:

1. Review and approve/disapprove each candidate from applicant through recommended and rank each candidate by evaluating them against the references and criteria for the position.
2. Identify appropriate reasons for non-selection of applicants.

Prior to adding a **Position Search Committee** to a position, see the *MU Recruitment and Selection Guidelines and Procedures* for the rules on the composition of the Committee. The **Position Search Committee** form is the data entry area for documenting who is on the committee and what their role will be. The form allows the user to add, edit and delete members as well as select their specific role on the committee. There are three **Role Types** available to select from - Committee Member, Committee Chair, and Ex Officio. The Committee Member role type is the default and may need to be changed. There is also a Committee Member Search feature to locate the members when selecting the committee.

Position Search Committee

Working Title: Asst. or Associate Professor of Accounting - 01

Position

References

Criteria

Funding

Links

Distribution

Committee

Save

Refresh

Add Person

Print Committee Members

Name

Role Type

Position Search Committee Form


**Step
by Step**

Add a committee to a position

Steps	Practice Data
1. Go to the Committee form	Click the Committee tab on the main menu
2. Select the Add Person feature	Click the Add Person button on the submenu
3. Go to the Committee Member Search form to add person's personal information	In the Last Name field, type in Pfefer
	In the First Name field, type in Joleen
	In the SSO ID field, type in PfeferJ
4. Find the person	Click the Search button
5. Add the person	Click the Select button
6. Add another committee member	Click the Add Person button on the submenu
7. Go to the Committee Search form to add person's personal information	In the Last Name field, type in Moore
	In the First Name field, type in Roy
8. Find the person	Click the Search button
9. Add the person	Click the Select button
10. Add another committee member	Click the Add Person button on the submenu
11. Add person's personal information	In the Last Name field, type in Hudson
	In the First Name field, type in Geri
12. Find the person	Click the Search button
13. Add the person	Click the Select button
14. Edit role of committee member	Click the Edit button next to Geri Hudson
15. Select role	Click the down arrow in the Role Type field and select Committee Chair
16. Update role information	Click the Update button
17. Edit role of committee member	Click the Edit button next to Roy Moore
18. Select role	Click the down arrow in the Role Type field and select Ex Officio
19. Update the role information.	Click the Update button
20. Save the committee information	Click the Save button on the submenu
21. Return to the Position Entry form	Click the Position tab on the main menu

Create a Position Using the Clone Method

The main purpose of the **Clone** method is to create a new need for a position that has been previously occupied through duplication of that position. The Clone method can be used in the following situations:

- The Hiring Unit is filling the vacated position of a faculty member.
- The Hiring Unit has identified more than one Candidate to hire for the same position.

In addition to the basic position information, other attributes of the position can be cloned. If it is appropriate, you may also clone:

1. Position Distribution List
2. Position Search Committee
3. Candidates and Approvals if making an additional hire from a pool of candidates

Please review the *MU Recruitment and Selection Guidelines and Procedures* manual for specific details on when the Clone method is appropriate.

Position Clone

Clone | Exit

Clone: Asst. or Associate Professor of Accounting - 01
Please choose an option for cloning:

☒ Make additional hire from original pool of candidates.

☒ Create a new position or replacement position.

☐ - clone committee membership?

☐ - clone existing Distribution List?

Position Clone Form

- **Make additional hire from original pool of candidates** option clones all the attributes of the position, including the approvals, and sets the Position State of the Cloned position identical to the position being cloned, up to Hire Approval. This is used when more than one candidate is identified during recruitment and the Hiring Unit is willing to hire more than one qualified candidate.
- **Create a new position or replacement position** option clones only the basic attributes of the position and sets the Position State to Position Entry. None of the approvals are cloned.
 - o **Clone committee membership?** check box will clone the Position Search Committee members if selected. This may not be useful if the Position has not been filled recently as the members may or may not be available.
 - o **Clone existing Distribution List?** check box will clone the Position Distribution List if selected. This may not be useful if the Position has not been filled recently as the persons on the Position Distribution List may or may not still be valid.

Select the attributes to clone by selecting the appropriate check box, then click Clone in the sub-menu.

The Position Entry Web form will display the cloned position with all the attributes selected. All aspects of the position will be identical except the File Number. **A new File Number is displayed if the Position State is higher than Position Approval.**

To add un-cloned attributes, such as References, Criteria, etc... follow the previously outlined instructions.

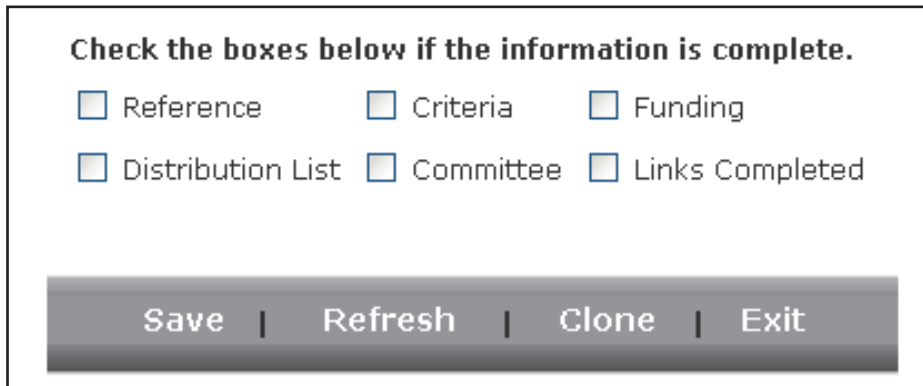
LESSON 3- POSITION APPROVAL

In this lesson, you will learn how to:

- approve a position
- receive a position file number
- distribution list members review, approve, or disapprove the position
- recognize when e-mails are triggered to the OARS system administrator and to the people on the Distribution List

Position Approval

The next step in the hiring process is to submit the position for Approval. The approvals must be completed by the persons who were appointed to the approval role on the Distribution List. It is important to ensure that all necessary forms and information have been completed prior to submitting the position for approval. To aid this process, there are check boxes located on the bottom of the Position Entry Web form that correlate to the attributes of the Position.

A screenshot of a web form titled "Check the boxes below if the information is complete." It contains six checkboxes arranged in two rows: "Reference", "Criteria", "Funding" in the first row, and "Distribution List", "Committee", "Links Completed" in the second row. Below the checkboxes is a dark grey bar with four buttons: "Save", "Refresh", "Clone", and "Exit", separated by vertical bars.

Check the boxes below if the information is complete.

☐ Reference ☐ Criteria ☐ Funding

☐ Distribution List ☐ Committee ☐ Links Completed

Save | Refresh | Clone | Exit

Position Entry Form Check Boxes

Select each check box once the information is checked for completeness. (This is not required but serves as a visual aid.) In addition to the attributes in the application, there are four other items that must be completed and hyperlinked to OARS prior to submitting the position for approval.

They are:

- Recruitment Method Form
- Criteria Form
- Position Announcement
- Advertisement

Downloadable copies of these forms are available from the IFPD website at <http://ipfd.missouri.edu/forms/oarsforms.htm>. Each of these forms must be completed and submitted to oars@missouri.edu.

Submit a Position for Approval

Once the position is ready for **Approval**, navigate to the Position Entry web Form. Click the Position Approval button, located in the Change State field. This will trigger an e-mail to all members of the Distribution List, but only if the member has elected to receive this e-mail.

Position Entry

Working Title: Asst. or Associate Professor of Accounting - 01

Position | References | Criteria | Funding | Links | **Approval** | Distribution | Committee

Save | Refresh | Clone | Exit

Job Title: ASSISTANT PROFESSOR

Organization: Accountancy

Incumbent:

Primary Position Group: REGULAR FACULTY

Date Entered: 1/17/2006 File Number:

Hire Procedure: Full Hire Type:

Female Goals: 1 Position Number:

Minority Goals: 1 Job Description ID:

Position State: Position Entry Change State:

Position Entry Form for Change State

The Position State has changed to **Position Approval** and the **Change State** field is now blank.

All persons on the Distribution List must perform the review or approve/disapprove action before any other actions can be performed on the position.

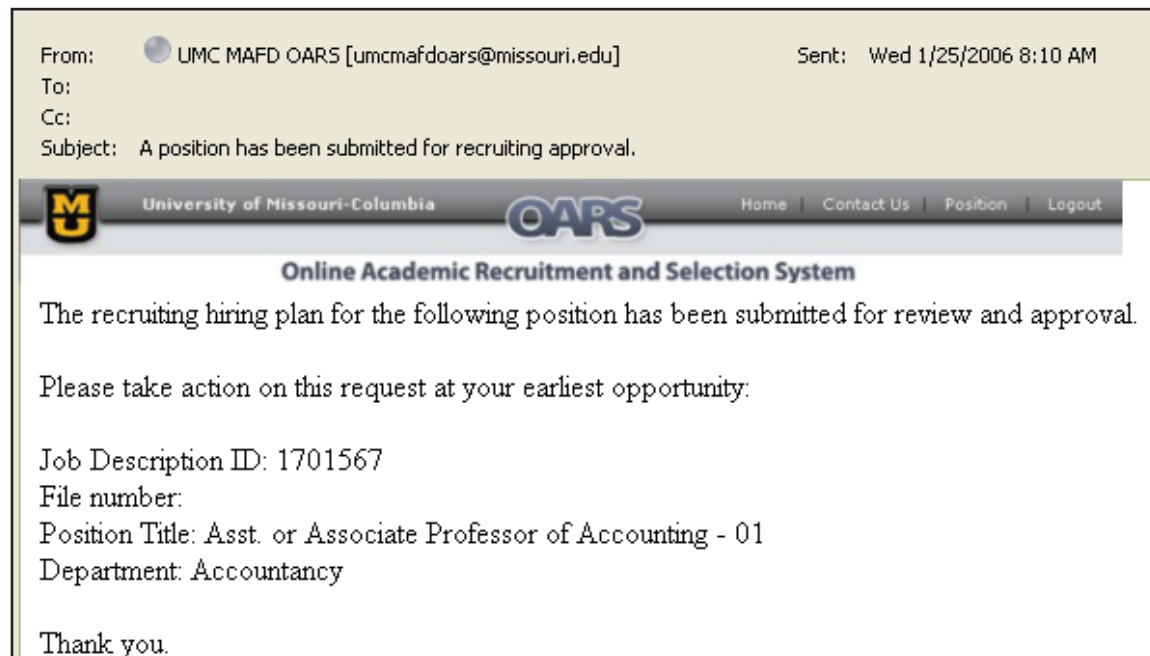
Step by Step Approve a position

Steps	Practice Data
1. Go to the Position Entry form	Click the Position tab on the main menu
2. Approve the position	Click the Position Approval button next to Change State (under Job Description ID).
3. Save approval	Click the Save button

Approve/Review the Position after E-mail Notification

When a Position has been submitted for approval, all members of the Distribution List will receive an e-mail, informing them that a review or approval is needed. The body of the e-mail will give specific information about the position to be approved.

All members of the Distribution List will get the e-mail at the same time, so individuals higher up in the hierarchy of approvals will need to be sure that they don't act before individuals whose prior review/approval is required.

**E-mail Example**

The Position Entry web form will have a new tab on the menu bar titled **Approvals**. Click this tab to view the **Position Approval** web form.

The screenshot shows the OARS web interface. At the top, there's a header with the University of Missouri-Columbia logo, the OARS logo, and navigation links: Home, Contact Us, Position, and Logout. Below the header, the title "Online Academic Recruitment and Selection System" is displayed, followed by the user information: "User: Mary Meyer | Acting As: Mary Meyer".

The main section is titled "Approval". Below this, the "Working Title" is "Asst. or Associate Professor of Accounting - 01". A horizontal menu bar contains several tabs: Position, References, Criteria, Funding, Links, Approval (which is highlighted), Distribution, and Committee.

Below the menu bar, a message states: "This position has diversity goals identified. I have considered whether it would be appropriate to take special efforts to recruit women and/or minorities into this position." Below this message, there is a "Response:" label, a dropdown menu currently showing "Reviewed", and a "Vote" button.

A table displays the voting history:

ID	Name	Person Voted	Vote	Approval Date
2224	Mary Meyer	Mary Meyer	Reviewed	1/17/2006
2225	Brady Deaton			
2226	Joleen Pfefer			

Approval Form - Position

The Response drop-down menu will display each individual's voting options. Select the correct response and click the Vote button.

Note: If you select Pending or Not Approve, the position will not proceed. The Not Approve vote will trigger an e-mail to the Distribution List, notifying them that the position will not be approved in its current form.

If the position has been left in a Pending or Not Approved state, the system administrator must reset the position state back to Position Entry to permit changes. Once the changes are complete, repeat the Position Approval process again.

Note: By resetting the Position back to Position Entry state, all members of the Distribution List will have to vote again, using the new attributes of the position as the basis for their vote.

If the position is Approved, an e-mail will be sent to the members of the Distribution List, informing them of the decision. Each member will receive this e-mail only if they have selected to receive this e-mail.

The Position State is changed to **Candidate Entry**. The following lesson gives detailed instructions for entering candidates.

 Step by Step		Individual approval of a position	
Steps		Practice Data	
1. Record your File Number.		Write your position File Number before performing the following steps. Note: You may have to Refresh your position to see the file number. File Number _____	
2. Go to Internet Explorer Favorites and select OARS log in		Click on Favorites in Internet Explorer. Select Login to OARS .	
3. Log in to vote for approval		Log in as deatonb	
4. Select Position		Select the Position button.	
5. Search for the position		Enter the File Number in the Search Value box and click the Search button. Click Select when your position appears.	
6. Approve the position		Click the Approval tab on the main menu	
7. Review, approve, not approve, or pend the position		Click the down arrow in the Response box. Select Approve or Review depending on what role has been assigned to you in the distribution list.	
8. Vote		Click the Vote button.	
9. For training purposes only, you will need to log in and vote for each person listed in the distribution list in order to move to Candidate Entry . This will give you practice with the OARS Position Search feature.		Click on Favorites	
		Click on Login to OARS link	
		Log in as pfeferj	
		Click Position .	
		Click Search .	
		Scroll down to find the position pertaining to the training course. Click Select	
		Click on the Approval tab on the OARS menu bar	
		Click the down arrow in the Response box. Select Approve or Review depending on the role of the individual.	
10. Repeat Step 9 until all persons have voted an approve or review.		Click on the Vote button	
		Log in as meyerm and vote	

Once completed, go to the **Position Entry** web form. Next to **Change State** you will find the position is now at the **Candidate Entry** point of the process.

LESSON 4-

CANDIDATE ENTRY AND EVALUATION

In this lesson, you will learn how to:

- enter candidate details
- enter candidate references
- enter candidate criteria
- enter candidate tenure
- evaluate candidates
- approve/disapprove candidates
- recognize e-mails triggered by candidate approval/disapproval

Candidate Entry

The next step in the hiring process is to enter applicants for the position. The **Position State** must say **Candidate Entry** in order to access the candidate entry forms. All applicants are entered for the position and if they meet the minimum qualifications, as set by the References and Criteria attributes, they will become candidates. A candidate need only be added one time.

Position Entry

Working Title: Asst. or Associate Professor of Accounting - 01

Position

References

Criteria

Funding

Links

Distribution

Candidates

Committee

Save | Refresh | Clone | Exit

Job Title: ASSISTANT PROFESSOR

Organization: Accountancy

Incumbent:

Primary Position Group: REGULAR FACULTY

Date Entered: 1/17/2006

File Number: 060002

Hire Procedure: Full

Hire Type:

Female Goals: 1

Position Number:

Minority Goals: 1

Job Description ID:

Position State: Candidate Entry

Change State:

Position State: Candidate Entry

Navigate to the position you want to add applicants for, if necessary. The Position Entry web form now has an additional tab, titled **Candidates**. Click the Candidates tab to access the web form and click **Add Candidate** in the sub-menu to begin data entry.

Candidate List

Working Title: Asst. or Associate Professor of Accounting - 01

Position

References

Criteria

Funding

Links

Distribution

Candidates

Committee

View | Add Candidate

☒ Active

Candidate List

Search for a Candidate

The Candidate Search web form will display. You have two options; **Search** for a person that has already been entered into the system, or add a **New** candidate. Searching for the candidate first is considered best practice to prevent adding a candidate that is already in the OARS system.

The **OARS User Only** check box is unchecked by default. If you know for certain that the candidate is already in the system, you can select this check box to narrow the search results. When the candidate is returned, click the **Select** button. If the candidate name does not appear in the search, then click the **Add** button.

Candidate Search

Search | New | Exit

Last Name:

Middle Name:

First Name:

Employee ID:

SSO ID:

OARS Users Only: ☐

View All Checked

	SSO ID	Last Name	First Name	Middle Name	Dept Name	
Select		Soho	Edward	Benjamin		☐

Candidate Search Form



**Step
by Step**

Search for a candidate

Steps	Practice Data
1. Log in to OARS	Go to Favorites and select Login to OARS link.
2. Log in	Log in as train01 or the machine number you are sitting at.
3. Go to the Position Entry form to search for the position.	Click the Position tab on the main menu. Click on Search . Select your position.
4. Go to the Candidate List page	Click on the Candidate tab on the main menu.
5. Add a candidate	Click on the Add Candidate button.
6. Enter candidate information	Enter Loops in the last name placeholder and enter Jerry in the first name placeholder.
7. Search for the candidate	Click Search . Zero items returned because Jerry isn't in the OARS system (see following page for instructions on how to add a new candidate).
8. Select the candidate	If the candidate that you are searching for appears, click Select .
9. Exit search	Click Exit .

Add a New Candidate

If the candidate is not found in the search, the candidate's information will need to be entered. To add a new candidate, click New on the Candidate Search web form. The Person Add/Edit web form will display. The candidate's name, address, and other demographic information will be entered on the Person Add/Edit web form.

Person Add/Edit

Working Title: Asst. or Associate Professor of Accounting - 01

Position

References

Criteria

Funding

Links

Distribution

Candidates

Committee

Save | Exit | New |

Candidate Name: Edward Soho

Candidate

Details

Reference

Criteria

Links

Tenure

Last Name:

First Name:

Middle Name:

Address Type:

Home Address

International: ☐

Delete

Street Address 1:

Street Address 2:

Street Address 3:

City:

State:

Armed Forces Americas

Postal Code:

Communication Type:

Home Phone

Delete

Phone/Email: (573) 000-1111

Gender:

Unknown

Ethnicity:

Unknown

DOB: (MM/DD/YYYY)

☐ Eligible to Work in USA

Save | Exit | New |

Person Add/Edit Form



**Step
by Step**

Add a new candidate

Steps	Practice Data
1. Go to the Person Add/Edit web form	Click Add Candidate . Click the New button
2. Enter first, middle, and last name of candidate	Enter: Last Name: Soho First Name: Edward Middle Name: Benjamin
3. Enter permanent address	Click the down arrow next to Address Type and select Permanent Address . <i>(Note: If an incorrect value is entered, click the Delete button to remove it and re-enter the correct value.)</i>
	Enter 2650 E. Hwy TT for the Street Address
	Enter Springfield for the City Address
	Click the down arrow next to State and select Missouri
	Enter 65444 for the Postal Code
4. Save permanent address	Click the Save button on the submenu bar
5. Enter the international work address	Click the down arrow next to Address Type and select Work Address
	Click the check box next to International . <i>(Note: the form refreshes with the appropriate international address attributes.)</i>
	Enter Calabash Bay PA for the Street Address
	Enter Lucea for the City Address
	Click the down arrow next to Country and select Jamaica
6. Save name and address	Click the Save button on the sub-menu
7. Enter communication type for candidate's cell phone	Click the down arrow next to the Communication Type and select Cell Phone
	Enter (573) 489-7777 in the Value placeholder <i>(Note: Must use parenthesis for area code.)</i>
8. Save cell phone number	Click the Save button on the submenu bar
9. Enter candidate's e-mail address	Click the down arrow next to the Communication Type and select E-mail Address
	Enter sohoe@missouri.gov
10. Save the e-mail address	Click the Save button on the sub-menu
11. Enter gender of candidate	Click the down arrow next to Gender and select Male
12. Enter Ethnicity of candidate	Click the down arrow next to Ethnicity and select Hispanic
13. Enter birth date of candidate	Enter 3/19/1957 <i>(Must be entered as MM/DD/YYYY)</i>
14. Enter eligibility to work in US in this position	Click on the check box next to Eligible to Work in the USA
15. Save candidate information	Click the Save button on the sub-menu.
16. Exit candidate details	Click Exit

Repeat the steps above and enter the following candidate information:

Candidate #2:

John Terry Catlin

Permanent Address

6543 Edwards Dr.
St. Charles, Missouri 62222

E-mail Address

catlin@earthlink.org

Cell Phone: (314) 429-5555

Home Phone: (314) 332-0987

Gender: Male

Ethnicity: White

DOB: 4/16/1966

Eligible to work in USA

Candidate #3:

Susan Marie Toughens

Home Address

PO Box 5430
Carbondale, IL 54032

Work Address

Univ. of Illinois - Carbondale
421 Arts and Science Bldg.
Carbondale, IL 54022

Main Phone: (243) 555-8989

Cell Phone: (243) 463-2222

Gender: Female

Ethnicity: White

DOB: 11/29/1972

Eligible to work in USA

Other Candidate Attributes

There are five candidate attributes for each candidate entered. The attribute buttons are located just under the candidate's name on the Person Add/Edit web form. The attributes are Candidate, Details, Reference, Criteria, and Tenure. Each of the five attributes and the data to be entered or checked in each attribute are explained in this section.

Person Add/Edit							
Working Title: Asst. or Associate Professor of Accounting - 01							
Position	References	Criteria	Funding	Links	Distribution	Candidates	Committee
Save Exit New							
Candidate Name: Edward Soho							
Candidate	Details	Reference	Criteria	Links	Tenure		

Candidate Attributes Menu

Candidate Reference

The **References** that were approved for the position are now available to evaluate each candidate against. The person that does this evaluation and subsequent data entry will vary between Hiring Units, sometimes being the responsibility of the Position Search Committee Chairperson.

Candidate Reference
Working Title: Asst. or Associate Professor of Accounting - 01

Position | **References** | **Criteria** | **Funding** | **Links** | **Distribution** | **Candidates** | **Committee**

Save | Refresh | Exit | [Print](#)

Candidate Name: Edward Soho

[Candidate](#) | [Details](#) | [Reference](#) | [Criteria](#) | [Links](#) | [Tenure](#)

[Select All](#)

Reference Name	Required	Checked	Comment	
Letter of Reference	YES	☐	Must attach 2 letters of reference.	Update Cancel
Official Transcript	YES	NO		Edit

Candidate Reference Form

To view the References for the position, click the Reference button. The **Candidate Reference** web form will display. Each of the references approved for the position are listed and each candidate must be evaluated against each one.

To record the result of each evaluation, click the **Edit** button adjacent to the reference being evaluated. The only modifiable field on this form is the check box located under the **Checked** column or field. This should be checked once it has been determined the candidate submitted the required reference and the reference has been evaluated.

The Update button records the evaluation and the Cancel button cancel the changes. After each reference has been evaluated, the data is saved by clicking on the Save button on the sub-menu.



**Step
by Step**

Check references for each candidate

Steps	Practice Data
1. Go to the Candidate List form to select the candidate for reference checking	Click on the Candidates tab in the main menu (<i>if necessary</i>).
2. View the candidates entered	Click the View button on the sub-menu
3. Select the appropriate candidate	Click the Select button next to Edward Soho . Note: If Edward Soho does not show up as a candidate, Search for him and Select him.
4. Go to the Candidate Reference web form	Click on the Reference button on the Candidate Attributes menu
5. Select the first reference name listed	Click the Edit button located after the first reference listed
6. Record the reference as checked	Click on the check box under the Checked column or field
7. Update the reference	Click the Update button to mark the reference as checked
8. Select the second reference listed	Click the Edit button located after the second reference listed
9. Record the reference as checked	Click on the check box under the Checked column or field
10. Update the reference	Click the Update button to mark the reference as checked
11. Save updates	Click the Save button on the sub-menu
12. Enter checked references for second candidate	Click on the Candidate tab in the main menu
	Click on the View button on the sub-menu
	Click on the Select button next to John Catlin
	Click on the Reference button on the Candidate Attributes menu
	Check all references as completed. (<i>Note: Steps 5 through 11 above or use the Select All button</i>) Click Save .
13. Enter checked references for the remaining candidates	Click on the Candidate tab in the main menu. Click on the View button on the sub-menu. Click the Select button next to Susan Toughens . Click on the Reference button on the Candidate Attributes menu.
	Check all references as completed. (<i>Note: Steps 5 through 11 above or use the Select All button.</i>) Click Save .

Candidate Criteria

The minimum and preferred criteria entered during the position entry phase is now viewable on the **Candidate Criteria** web form. The criteria will be listed as entered into OARS for any specific position. Each of the criterion approved for the position are listed and each candidate must be evaluated against each one if they meet minimum qualifications. If they do not meet minimum qualifications, you don't have to evaluate the rest of the criteria.

To record the result of each evaluation, click the Edit button adjacent to the Criterion being evaluated. The **Criterion Meet Status Type** and the **Comment** fields can be edited. There is a drop down menu to select whether the candidate met or did not meet the criteria. After each candidate has been evaluated against each criterion, select Save to update the database.

Candidate Criteria

Working Title: Asst. or Associate Professor of Accounting - 01

Position | References | **Criteria** | Funding | Links | Distribution | Candidates | Committee

Save | Refresh | Exit | Print

Candidate Name: Edward Soho

Candidate | Details | Reference | **Criteria** | Links | Tenure

Meets All

Criterion Name	Description	CriterionMeetStatusType	Comment	
Minimum	3 years teaching experience.	Not Selected		Update
Preferred	5 years teaching experience.	Not Selected		Cancel
		Criterion Met		Edit
		Criterion Not Met		

Candidate Criteria Form



**Step
by Step**

Check criteria for each candidate

Steps	Practice Data
1. Go to the Candidate List form to select the candidate for criteria checking	Click on the Candidates tab in the main menu (<i>if necessary</i>).
2. View the candidates entered	Click the View button on the sub-menu
3. Select the appropriate candidate	Click the Select button next to Edward Soho
4. Go to the Candidate Criteria web form	Click on the Criteria button on the Candidate Attributes menu
5. Select the first criterion name listed	Click the Edit button located after the first criteria listed
6. Record the criteria as checked	Click on the drop-down box under the Criterion Status Type column or field. Select Criterion Met
7. Update the criteria	Click the Update button to mark the criteria as met
8. Select the second criteria listed	Click the Edit button located after the second criterion listed
9. Record the criteria as checked	Click on the drop-down box under the Criterion Status column. Select Criterion Not Met . In the comment field, enter only has 4 years of teaching experience .
10. Update the reference	Click the Update button
11. Save updates	Click the Save button on the sub-menu
12. Enter criterion met or not met for second candidate	Click on the Exit button in the sub-menu
	Click on the View button on the sub-menu
	Click on the Select button next to John Catlin
	Click on the Criteria button on the Candidate Attributes menu.
	Check all criteria as Criterion Met . (<i>Note: Steps 5 through 11 above or click Meets All.)</i> Don't forget to click Save .
13. Enter criterion met or not met for the third candidate	Click on the Exit tab in the sub-menu. Click on the View button on the sub-menu. Click the Select button next to Susan Toughens . Click on the Criteria button on the Attributes menu.
	Check all criteria as Criterion Met . (<i>Note: Steps 5 through 11 above or click Meets All.)</i> Don't forget to click Save .
14. Exit candidate criteria	Click the Exit button

Candidate Details

The **Candidate Details** web form lists the candidate's specific information as it relates to the position.

The form has three sections:

1. Evaluate Candidate
2. Offer Information
3. Offer of Compensation

Candidate Detail
Working Title: Asst. or Associate Professor of Accounting - 01

Position | **References** | **Criteria** | **Funding** | **Links** | **Distribution** | **Candidates** | **Committee**

Save | Refresh | Exit

Candidate Name: Edward Soho

Candidate | **Details** | **Reference** | **Criteria** | **Links** | **Tenure**

Evaluate Candidate:

Non Select Decision: N/A

Current Role: Applicant **Next Role:** Qualified **Rank Within This Role:** 0

Non Accept: Not Selected

Offer Information:

Job Title: ASSISTANT PROFESSOR

Job Code: 1700 - ASSISTANT PROFESSOR

Academic Home: Accountancy **Select**

Primary Position Group: REGULAR FACULTY

Hire Proc: Full **Hire Type:** Standard

Start Date: 2/1/2006 **End Date:** 1/31/2007

Service Basis: Not Selected **Hours - FTE:** 0 -

Methods **Tenure Status:** Not Selected

Tenure Notification Date: 1/17/2006 **Years Toward Tenure:** 0

Mission Enhancement: ☐ **Active:** ☒

Offer of Compensation:

Salary: \$ 55000.00 **Relocation Expense:** \$ 0.00

Move Expense Dept: \$ 0.00 **Move Expense Div:** \$ 0.00

Special Conditions:

Will the salary rank offered stay within the range stated on your Recruiting Plan? ☐

Comments:

Candidate Detail Form



Step
by Step

Locate candidate details for each candidate

Steps	Practice Data
1. Find the first candidate so details can be entered	Click the Candidate tab on the main menu
2. View candidates entered for the position	Click the View button
3. Select candidate to enter detail information	Click the Select button next to Edward Soho
4. View Details web form	Click the Details button in the line of attribute buttons

Evaluate Candidate Details

The purpose of the Evaluate Candidate section is to record and display the current role of the candidate and the reason for non-selection, if applicable.

Evaluate Candidate:		
Non Select Decision:	N/A 	
Current Role: Applicant	Next Role: 	Rank Within This Role: 0

Evaluate Candidate Details Section

The **Non Select Decision** is a drop-down menu of reasons for not selecting the candidate. The default value is Not Selected. If a non select reason is selected from the drop-down menu, no further data entry is required for the candidate.

The **Current Role** field displays the current role of the candidate and the **Next Role** provides a button labeled with the next role of the candidate if qualified. If the candidate is eligible for the next role, click the Next Role button.

Rank Within This Role is a text box to type a numerical ranking from 0-5 for ranking similarly qualified candidates.

The **Non Accept** is a drop-down menu of reasons for the candidate not accepting the offer that was approved.

Record Candidate Evaluations

Each applicant for a position is entered at the **Applicant** level. There are four other levels:

- Qualified
- Short List
- Finalist
- Recommended

After the candidates have been entered, they must be evaluated and the decision to advance them to the next level, or the reason why they were not advanced is recorded for each candidate. To record the evaluation decisions, click the **Candidates** tab on the position menu.

Select the level of candidate from the drop-down menu and click **View** on the sub-menu. The web form will refresh with the results of the search.

NOTE: All candidates are at the Applicant level when entered. For each subsequent search, choose the appropriate level for the candidate(s) you wish to view.

Candidate List

Working Title: Asst. or Associate Professor of Accounting - 01

Position References Criteria Funding Links Distribution Candidates Committee

View | Add Candidate

Applicant ☒ Active

Applicant
Qualified
Short List
Finalist
Recommended
All Candidates

Candidate List Form - View 1

Select the candidate you want to record the evaluation for by clicking the **Select** button adjacent to the name.

Candidate List

Working Title: Asst. or Associate Professor of Accounting - 01

Position References Criteria Funding Links Distribution Candidates Committee

View | Add Candidate | Print | [View All Applicants](#)

All Candidates ☒ Active

	Last Name	First Name	Role Type
Select	Catlin	John	Applicant
Select	Soho	Edward	Qualified
Select	Toughens	Marie	Applicant

Candidate List Form - View 2

Select the candidate you want to record the evaluation for by clicking the Select button adjacent to the name. The Person Add/Edit web form will display. Click the Details button to reach the Candidate Detail web form to record the decision.

Candidate Detail

Working Title: Asst. or Associate Professor of Accounting - 01

Position References Criteria Funding Links Distribution Candidates Committee

Save Refresh Exit

Candidate Name: Edward Soho

Candidate Details Reference Criteria Links Tenure

Evaluate Candidate:

Non Select Decision: N/A

Current Role: Applicant Next Role: Qualified Rank Within This Role: 0

Candidate Detail Form to Evaluate Candidate

If the candidate is advanced to the next level, click the **Next Role** button, which in this instance is labeled **Qualified**. Then click **Save** on the sub-menu. The Next Role changes to the next level. Repeat this process until the candidate is at the highest level determined by the Position Search Committee.

If the candidate will not be advanced at any level from Applicant to Recommended, a reason must be selected from the **Non Select Decision** drop-down menu. Once the appropriate reason is selected, click **Save** on the sub-menu. The **Next Role** button will disappear as the candidate is not eligible to advance further.

Evaluate Candidate:

Non Select Decision: N/A

Current Role: Qualified

Non Accept: Not Selected

Offer Information

Job Title: ASSISTANT

Job Code: 1700 - ASST

Academic Home: ACC

Primary Position Group: ...

Application incomplete
Applied after absolute deadline
Does not meet minimum qualifications, lacks required degree
Does not meet minimum qualifications, lacks required teaching ability/experience
Does not meet minimum qualifications, lacks required research ability/experience
Does not meet minimum qualifications, other factors
Meets minimum qualifications, but not as strong in teaching
Meets minimum qualifications, but not as strong in research
Meets minimum qualifications, but not as strong in other factors
Could not meet Curator's language proficiency requirements
Not eligible to work in the position
Research field does not fit with department needs
Withdrawn
County Council did not accept candidate
Entry made in Error

Candidate Detail Form with Non-Select Decision

Once all candidates have been evaluated, a ranking must be assigned to each one at the **Recommended** level, ranging from 1-5, with 1 being the highest ranking. Assign the correct ranking and click **Save** on the sub-menu. An e-mail will be sent to the Position Distribution List, informing them that the Committee has at least one candidate that has a Recommended status with a rank of 1.

 Step by Step		Enter evaluation status for each candidate	
Steps		Practice Data	
1. Find candidate to enter information		Click the Candidate tab on the main menu	
2. View applicants		Click on View	
3. Select candidate		Click the Select button next to John Catlin	
4. Update candidate details		Click on the Details button	
5. Go to the candidate details attribute		Click the Qualified button next to Next Role	
6. Enter the rank of the candidate		In the text box next to Rank Within This Role , enter 2	
7. Save information		Click the Save button on the sub-menu	
8. Exit to Candidate List		Click the Exit button on the sub-menu	
9. View the applicants		Click the View button then click the Select button next to Susan Toughens	
10. Go to the candidate details attribute		Click Details . Click the Qualified button next to Next Role	
11. Enter the rank of the candidate		In the text box next to Rank Within This Role , enter 1	
12. Save information		Click the Save button on the sub-menu	
13. Exit to Candidate List		Click the Exit button on the sub-menu	
14. View the applicants		Click the View button, then click the Select button next to Edward Soho	
15. Go to the candidate details attribute		Click the Details button above the candidate information. Select Meets minimum qualifications, but not as strong in teaching from the Non Select Decision drop-down list.	
16. Save information.		Click Save	
17. Exit to Candidate List		Click Exit	
18. View qualified candidates		Click the down arrow where the word Applicant is displayed and select Qualified	
		Click View	
19. Record candidates who make it to the Short List		Select John Catlin	
20. Go to Details to record next role		Click on Details in the sub-menu	
21. Change Qualified to Short List		Click on Short List button in the Next Role field	
22. Save changes		Click Save	
23. Exit to Candidate List		Click Exit	

Steps	Practice Data
24. View Qualified candidates	Click on Applicant text box and select Qualified . Click View .
25. Select candidate	Select Susan Toughens
26. View candidate details	Click on Details
27. Change Short List to Finalist	Click on Short List button in the Next Role field
28. Save changes	Click Save
29. Exit to Candidate List	Click Exit
30. View Short List of Candidates	Click on Applicant text box and select Short List . Click View .
31. Select candidate	Select John Catlin
32. Click the NonSelect Decision down arrow and select	Click the Details button above the applicant information. Select Meets minimum qualifications, but not as strong in teaching from the Non Select Decision drop-down list.
33. Save changes	Click Save . Click Exit to return to the candidate list.
34. View Short List candidates	Click on Applicant text box and select Short List . Click View .
35. Select candidate	Select Susan Toughens
36. View candidate details	Click on Details
37. Change Short List to Finalist	Click on Finalist button in the Next Role field
38. Save changes	Click Save
39. Exit to Candidate List	Click Exit
40. Select candidate	Click on the Applicant text box and select All Candidates . Click View . Select Susan Toughens
41. View candidate details	Click on Details
42. Change Finalist to Recommended	Click on Recommended button in the Next Role field. Be sure the Rank is still 1 .
43. Save changes	Click Save
44. Exit to Candidate List	Click Exit
45. View Recommended candidate	Click on Applicant text box and select Recommended , then click View . Susan should be the only candidate on the Recommended list.
NOTE: A Non Select Decision must be given to every candidate that is not hired.	

Candidate Tenure

The final attribute of the candidate is **Tenure**. This is only available if **Tenured** was selected on the **Candidate Details** web form. If the offer will be to hire the candidate with tenure, click the Tenure button to display the **Candidate Tenure** web form.

The list of check boxes are for information purposes only. As each document is prepared/collected, check the appropriate check box and click Save on the sub-menu.

Each candidate for the position must be updated at each level of evaluation. The actual evaluations are done outside of the OARS application and as a result, only the final decisions are recorded here.

Candidate Tenure

Working Title: Asst. or Associate Professor of Accounting - 01

Position
References
Criteria
Funding
Links
Distribution
Candidates
Committee

Save
Refresh
Exit

Candidate Name: Susan Toughens

Candidate
Details
Reference
Criteria
Links
Tenure

Dept P&T Committee vote or: ☐

alternatively, Dean's certification: ☐

Division P&T Committee vote date: ☐

Statement of how hire fits into strategic plan: ☐

External review letters: ☐

Candidate Tenure Form



Step
by Step

Record candidate tenure progress

Steps	Practice Data
1. Find the candidate	Click the Candidate tab on the main menu
2. View candidates	Select Recommended from the Applicant drop-down menu. Click the View button
3. Select candidate	Click the Select button next to Susan Toughens
4. View/change candidate details	Click Details
	Under <i>Offer Information</i> , click the Tenure Status drop-down menu and select Tenured
	Click Save
5. View Candidate Tenure form	Click Tenure
See page 54 for the remaining steps.	

Steps (continued)	Practice Data
6 Check progress	Click the box next to Dept P&T Committee vote
	Click the box next to Division P&T Committee vote date
	Click the box next to Statement of how hire fits into strategic plan
	Click the box next to External review letters
7. Save content	Click Save

The next step in the hiring process is **Search Approval**, which submits the applicant pool for approval. This is discussed in the next lesson.

LESSON 5 - CANDIDATE SEARCH APPROVAL

In this lesson, you will learn how to:

- submit applicant pool for approval
- approve/review candidate and vote
- recognize e-mails triggered by candidate approval/disapproval

Search Approval

The next step in the hiring process is to submit the applicant pool for approval. The approvals must be completed by the persons who were appointed to the approval role on the Distribution List. This is done after all applicants have been entered into the application by the data entry person and evaluated by the Position Search Committee and at least one candidate has been recommended with a rank of 1. An e-mail will notify the Position Distribution List that the Position Search Committee has completed their evaluations and recommended at least one candidate.

Submit a Position for Search Approval

Once the Position is ready for **Search Approval**, navigate to the Position Entry web form. Click the Search Approval button, located in the **Change State** field.

An e-mail will be sent to the Position Distribution List members who have elected to receive it.

Position Entry

Working Title: Asst. or Associate Professor of Accounting - 01

Position

References

Criteria

Funding

Links

Distribution

Candidates

Committee

Save | Refresh | Clone | Exit

Job Title: ASSISTANT PROFESSOR

Organization: Accountancy

Incumbent:

Primary Position Group: REGULAR FACULTY

Date Entered: 1/17/2006

File Number: 060002

Hire Procedure: Full

Hire Type:

Female Goals: 1

Position Number:

Minority Goals: 1

Job Description ID:

Position State: Candidate Entry

Change State:

Position Entry Form

NOTE: Be sure to click Save on the sub-menu before exiting.



**Step
by Step**

Submit a position for approval

Steps	Practice Data
1. Log in OARS training database	Go to http://oarstraining.missouri.edu and log in (if necessary)
2. Go to the position	Click Position
3. Search for the position	Click Search
4. Find position and select	Go the position created in Lessons 2-4 and click Select
5. Change the state of the position to Search Approval	On the Position Entry web form, scroll to the Change State field and click on Search Approval
6. Save Search Approval	Click Save

Approve a Search

The Search Approval is the process of evaluating the applicant pool for the position against the Recruiting-Hiring Plan for the position. The purpose is to ensure that an effective search has been done.

NOTE: It is important to recognize you are not approving the recommended candidate(s). You are approving the pool of applicants that the recommended candidate(s) was selected from.

Navigate to the position and click the **Approval** tab. The Position Approval web form will display. The Response drop-down menu will display your voting options. Select the correct response and click the Vote button.

Approval
Working Title: Asst. or Associate Professor of Accounting - 01

Position **References** **Criteria** **Funding** **Links** **Approval** **Distribution** **Candidates** **Committee**

[View All Applicants](#)

I have reviewed the recruitment methods and the resulting applicant pool. I agree that the search process has been effective in creating a sufficient pool of qualified candidates.

Response: Reviewed

ID	Name	Person Voted	Vote	Approval Date
2224	Mary Meyer	Mary Meyer	Reviewed	1/18/2006
2225	Brady Deaton			
2226	Joleen Pfefer			

Approval Form - Search

NOTE: If you select **Pending** or **Not Approve**, the position will not proceed. The **Not Approve** vote will trigger an e-mail to the position Distribution List, notifying them that the position will not be approved in its current form.

If the position has been left in a **Pending** or **Not Approved** state, the system administrator must reset the **Position State** back to **Candidate Entry** to permit changes. Once the changes are complete, repeat the Search Approval process again.

NOTE: By resetting the position back to the **Candidate Entry** state, all members of the Position Distribution List will have to vote again, using the new attributes of the position as the basis for their vote.

If the Search is **Approved**, an e-mail will be sent to the members of the Position Distribution List, informing them of the decision. Each member will receive this e-mail but only if they have selected to receive this e-mail.



Step by Step

Vote for recommended candidate

Steps	Practice Data
1. Log in to OARS training data-base	Go to http://oarstraining.missouri.edu and log in as pfeferj
2. Go to Position	Click on Position
3. Search for position by file number	Click on the down arrow next to Search Type and select File Number
4. Enter position file number	In the Search value text box, enter the Position File Number that you recorded earlier in Lesson 2.
5. Search positions	Click the Search button
6. Select the appropriate position	Click Select
7. Go to the Approval web form	Click the Approval tab on the main menu
8. Vote for the recommended candidate	Next to the Response field, click the Vote button. Note: The Response field verbiage is different if you are a reviewer vs an approver. Do not select pending or not approve in training.
9. Log in to OARS	Go to favorites and log in as deatonb
10. Go to Position	Click on Position
11. Search for position by file number	Click on the down arrow next to Search Type and select File Number
12. Enter position file number	In the Search Value text box, enter the Position File Number that you recorded earlier in Lesson 2.
13. Search positions	Click the Search button
14. Select the appropriate position	Click the Select button next to the appropriate button

Steps	Practice Data
15. Go to the Approval web form	Click the Approval tab on the main menu
16. Vote	Make sure the Response field states Approve and click the Vote button
17. Log in to OARS	Go to Favorites and select login. Log in as meyerm
18. Go to position	Click Position
19. Search for position	Scroll down and Select the same position as in earlier steps
20. Go to the Approval web form	Click the Approval tab on the main menu
21. Vote	Make sure the Response field states Reviewed and click Vote

The Position State is changed to **Recommended Hire**.

Offer Information Details

The Offer Information section contains some fields from the approved position and cannot be edited on this web form.

Offer Information:	
Job Title: ASSISTANT PROFESSOR	
Job Code:	1700 - ASSISTANT PROFESSOR v
Academic Home: Accountancy	Select
Primary Position Group: REGULAR FACULTY	
Hire Proc: Full	Hire Type: Standard
Start Date: 2/1/2006	End Date: 1/31/2007
Service Basis: Not Selected v	Hours - FTE: 0 - v
Methods	Tenure Status: Not Selected v
Tenure Notification Date: 1/17/2006	Years Toward Tenure: 0
Mission Enhancement: ☐	Active: ☒

Offer Information Section

The fields that can be edited in this section are:

- **Job Code** - this is the same drop-down menu used to select the job code at the time the position was created.

NOTE: Changing the Job Code may affect the applicant pool and as a result, reset the position back to Position Entry. Resetting the Position State would require resubmitting the position for approval again. Refer to the Policy and Guidelines or contact the OARS administrator before changing the Job Code.

- **Academic Home** - the Academic Home may be different than the hiring unit. To select a different Academic Home, click the Select button. The organization search web form will display.

Organization Search

Search | Exit

Type: Department Name: PeopleSoft ID: Active: ☒

Organization Search Form

Select the organization type from the **Type** drop-down menu. The search can be narrowed by typing the Organizational Unit name and/or the PeopleSoft ID. The **Active** check box is checked by default to return all active units in the Organization. Once the information is typed, click **Search** in the sub-menu.

If you have identified the Organizational Unit by its correct Name or PeopleSoft ID, you will be returned to the Candidate Detail web form and that unit will now be the value for Academic Home.

If you searched by only the Organization Type, you will need to select the correct unit from the search results by clicking the **Select** button adjacent to the Organization Unit Name.

You will then be returned to the **Candidate Detail** web form and the selected unit will now be the value for Academic Home.

Additional fields that can be edited are:

- **Start Date** – this is the start date that was entered when the position was created. This can be edited to reflect the actual Start Date.
- **End Date** - this is the end date that was entered when the position was created. This can be edited to reflect the actual End Date.
- **Service Basis** - this is the service basis that was entered when the position was created. This can be edited to reflect the actual Service Basis.
- **FTE** – is a drop-down menu of FTE hours/percentages. Select the correct FTE.
- **Methods** – click this button to view the Recruitment Methods form approved for the position.
- **Tenure Status** – is a drop-down menu of tenure status types. Select the correct Tenure Status. The default value is Not Selected. **If the status remains Not Selected, the Tenure button on the menu will be disabled.**
- **Notification Date** – is the date that the notification letter was sent to the candidate.
- **Years Toward Tenure** – is only applicable if the Tenure Status is Tenured.
- **Mission Enhancement** – is a check box and is for information purposes only.
- **Active** – is a check box to indicate if the candidate is still actively pursuing the position. If the check box is unchecked, the candidate will not be returned when searching for all candidates for a position.

Offer of Compensation

The **Offer of Compensation** section of the **Candidate Details** web form will be completed after initial salary negotiations have ended. The purpose of this section is to record the initial compensation offered and not the negotiation details. The final offer will be recorded by the Dean or Provost during the **Offer Acceptance** state.

Offer of Compensation:	
Salary: \$	55000.00
Relocation Expense: \$	0.00
Move Expense Dept: \$	0.00
Move Expense Div: \$	0.00
Special Conditions:	
Will the salary rank offered stay within the range stated on your Recruiting Plan? ☐	
Comments:	

Compensation Details Section

The **Special Conditions** text box is available to document other provisions of the offer such as start-up funds, summer support, lab space, etc. There is a 255 character limit with no special formatting.

The “**Will the salary and rank offered stay within the range stated on your Recruiting Plan**” check box is used to indicate a yes or no answer to the question stated. If unchecked, use the **Comments** text box to comment on the reason why the deviation is necessary. The Comments text box is available for typing any comment relevant to the salary and rank offered to the candidate. There is a 255 character limit with no special formatting.

Candidate offer details can be added before moving to the next Position State of Candidate Search. The data entry person can update this content at this time. Once the Position State changes to Candidate Search Approval, only the Dean or Provost may edit details of the **Candidate Offer**.

Step
by Step

Record candidate offer details

Steps	Practice Data
1. Log in OARS training database	Go to Favorites and log in as train 01 , etc <i>(if necessary)</i>
2. Go to the position	Click Position . Click Search . Find the position you are working on today and click Select <i>(if necessary)</i>
3. Go to candidate	Click on Candidate tab and select Recommended from the drop-down list. Click View and select Susan Toughens <i>(if necessary)</i>
4. Go to candidate details	Click on the Details button and scroll down to Offer Information
5. Change job code to reflect actual offer	Click on down arrow next to Job Code and Select 0930 - Associate Professor
6. Enter the appropriate FTE values	In the Offer Information area, click the down arrow next to Hours - FTE . Select 40-100%
7. Enter tenure status	In the Offer Information area, go to Tenure Status and click the down arrow. Select TENURED
8. Go to compensation	Scroll down to Offer of Compensation on the Candidate Detail web form
9. Enter offer information	Next to Salary , enter \$150,000
	Next to Relocation Expense , enter \$800
	Next to Move Expense Dept. , enter \$5000
	Next to Move Expense Div. , enter \$7000
10. Record decision to hire at higher salary	In the Comments text box, enter Market Demand Required Higher Salary
11. Save information	Click Save
12. Exit candidate details	Click Exit

Candidate Declines Offer

In the **Candidate Details** section under the **Evaluate Candidate** section, there is a **Non-Accept** drop-down box. The **Non-Accept** options in the drop-down box are to be used when a candidate declines the offer that was approved. This drop-down menu records why they declined.

The screenshot displays the 'Evaluate Candidate' section of a web form. At the top, there are six tabs: 'Candidate', 'Details', 'Reference', 'Criteria', 'Links', and 'Tenure'. The 'Details' tab is selected. Below the tabs, the 'Evaluate Candidate:' section contains a 'Non Select Decision' dropdown menu with 'N/A' selected. Below this, there are two input fields: 'Current Role: Recommended' and 'Rank Within This Role: 1'. The 'Non Accept:' dropdown menu is open, showing a list of options: 'Not Selected', 'Unwilling to relocate', 'Salary better elsewhere' (highlighted with a mouse cursor), 'Benefits better elsewhere', 'No job opportunities for spouse/partner', 'Research facilities do not fit candidate's needs', 'Start-up insufficient', 'Title/rank/tenure insufficient', 'Not eligible to work in this position', and 'Accepted another position'. To the left of the dropdown, the 'Offer Info' section is partially visible, showing 'Job Title: AS' and 'Job Code: 0'. Below the dropdown, the 'Academic Ho' and 'Primary Posi' fields are partially visible.

Evaluate Candidate Form with Non-Accept Options

LESSON 6 - CANDIDATE HIRE APPROVAL

In this lesson, you will learn how to:

- submit a position for hire approval
- approve a hire
- reset the Position State
- close a position

Hire Approval

Hire Approval is the result of the search (applicant pool) approval. The negotiations between the hiring unit and the recommended candidate(s) may be ongoing at this time but the details of those negotiations are outside the scope of this application. When the hiring unit has at least one candidate they want to hire, the position must be submitted for Hire Approval.

Submit a Position for Hire Approval

Once the position is ready for Hire Approval, navigate to the Position Entry web form. Click on the Hire Approval button, located in the **Change State** field.

NOTE: Be sure to click **Save** on the sub-menu before exiting.

Position Entry

Working Title: Asst. or Associate Professor of Accounting - 01

Position

References

Criteria

Funding

Links

Distribution

Candidates

Committee

Save | Refresh | Clone | Exit

Job Title: ASSISTANT PROFESSOR

Organization: Accountancy

Incumbent:

Primary Position Group: REGULAR FACULTY

Date Entered: 1/17/2006

File Number: 060002

Hire Procedure: Full

Hire Type:

Female Goals: 1

Position Number:

Minority Goals: 1

Job Description ID:

Position State: Recommended Hire

Change State:

Position Entry Form - Hire Approval State

An e-mail will be sent to the Position Distribution List members that have elected to receive it.



Step
by Step

Submit a position for hire

Steps	Practice Data
1. Log in to OARS	Go to http://oarstraining.missouri.edu and log in as train01 , train02 , etc.
2. Go to Position	Click on Position then click Search
3. Search for position	Scroll down and find the position being entered in training and click Select
4. Change the state of the position	Click the Hire Approval button next to Change State
5. Save changes	Click the Save button on the submenu

Approve a Hire

The Hire Approval is the process of approving the recommended hire for the position. Navigate to the position and click on the Approval tab. The **Position Approval** web form will display. The **Response** drop-down menu will display your voting options. Select the correct response and click the Vote button.

Approval
Working Title: Asst. or Associate Professor of Accounting - 01

Position	References	Criteria	Funding	Links	Approval	Distribution	Candidates	Committee
----------	------------	----------	---------	-------	----------	--------------	------------	-----------

ID	Name	Person Voted	Vote	Approval Date
2224	Mary Meyer			
2225	Brady Deaton			
2226	Joleen Pfefer			

Approval Form - Hire

The **Position Approval** web form will display. The Response drop-down menu will display your voting options. Select the correct response and click the Vote button.

Note: If you select **Pending or Not Approve**, the position will not proceed. The Not Approve vote will trigger an e-mail to the Position Distribution List, notifying them that the position will not be approved in its current form.

If the position has been left in a **Pending or Not Approved** state, the system administrator must reset the Position State back to Recommended Hire to permit changes. Once the changes are complete, repeat the Hire Approval process again.

Note: By resetting the position back to Recommended Hire state, all members of the Position Distribution List will have to vote again, using the new attributes of the position as the basis for their vote.

If the Hire is **Approved**, an e-mail will be sent to the members of the Position Distribution List, informing them of the decision. Each member will receive this e-mail only if they have selected to receive this e-mail.

The Position State is changed to **Offer Acceptance**.

 Step by Step	Vote for hire approval
Steps	Practice Data
1. Log in to OARS training database	Go to Favorites and log in to OARS as pfeferj
2. Go to Position	Click on Position then select Search
3. Search for position	Scroll down and find the position being entered in training and click Select .
4. Go to the Approval web form	Click the Approval tab on the main menu
5. Vote for the approved hire	Next to the Response field, click the Vote button. Note: The Response field verbiage is different if you are a reviewer vs an approver. Do not select pending or not approve in training.
6. Log in to OARS	Go to favorites and log in as deatonb
7. Go to Position	Click on Position
8. Search for position by file number	Click on the down arrow next to Search Type and select File Number
9. Enter position file number	In the Search Value text box, enter the Position File Number that the database created for the position entered during training.
10. Search positions	Click the Search button

Steps	Practice Data
11. Select the appropriate position	Click the Select button next to the appropriate button
12. Go to the Approval web form	Click the Approval tab on the main menu
13. Vote	Make sure the Response field states Approve and click the Vote button.
14. Log in to OARS	Go to Favorites and select login. Log in as meyerm
15. Go to position	Click Position . Click Search .
16. Search for position	Scroll down and Select the same position as in earlier steps
17. Go to the Approval web form	Click the Approval tab on the main menu
18. Vote	Make sure the Response field states Reviewed and click the Vote button.

How to Reset the Position State

There may be instances where the candidate recants the acceptance of an offer or negotiations are unsuccessful with the recommended candidate, making it necessary to revert back to the applicant pool to select another candidate with whom to open negotiations with. The Position State chosen to reset the position back to will differ between hiring units and situations. Be sure you understand the implications of resetting a position before doing so.

NOTE: All approvals above the selected Position State will be discarded.

An e-mail will be sent to the Position Distribution List members that have elected to receive it.

Change Position Status: Open, Hired, Close or Leave Open

The **Position Status** is an important reporting field, indicating the number of positions and the status of each position. By default, the status is **Open**, with options to change the status to **Hired**, **Close**, or **Leave Open** by selecting the appropriate status from the **Position Status** drop-down menu on the **Position Entry** web form.

- **Open** indicates the Hiring Unit is actively recruiting for the position.
- **Hired** indicates the position has been filled.
- **Close** indicates the Hiring Unit was unsuccessful in recruiting an acceptable candidate and the recruitment efforts have ended.
- **Leave Open** indicates that the first search was unsuccessful in recruiting an acceptable candidate but the Hiring Unit is continuing the recruitment effort.

Select the appropriate option for the drop-down menu and click Save on the sub-menu.

Note: Use the Close Position Status only when a position hiring process ends prematurely and no candidate is hired. Use the Hired Position Status when a candidate is successfully hired.

Estimated Salary:	55000.00	Screenings Begin Date:	1/17/2006
Service Basis:	Not Selected	Appointment Start Date:	2/1/2006
Priority:	1	Appointment End Date:	1/31/2007
Position Status:	Hired Open Hired Close Leave Open	☒ Tenure	☐ Reappointment
Hours - FTE:		☐ Mission Enhancement	☐ Grant Funded
Check the boxes below if the information is complete.			
☐ Reference	☐ Criteria	☐ Funding	
☐ Distribution List	☐ Committee	☐ Links Completed	
Save Refresh Clone Exit			

Position Entry Form - Change Position Status



Step
by Step

Change a position status

Steps	Practice Data
1. Log in to OARS training data-base	Go to http://oarstraining.missouri.edu and log in with your training number (e.g. train01)
2. Go to Position	Click on Position . Click Search .
3. Search for position	Scroll down and find the position being entered in training and click Select
4. Go to the Position Entry web form Position Status field	Scroll down to Position Status and click on the drop down box.
5. Change position status to Hired	Select Hired from the drop down box
6. Save the change	Click the Save button

Note: Be sure to change the Position Status as soon as a candidate is Hired. If the Position Status is not changed, the position will remain in Open Position Status in the OARS System.

Hired: Print Notice of Completion Report

Once the **Position Status** is saved to **Hired** status, the **Print Notice of Completion Report** option becomes available. This button is located under the *Position Status* drop-down menu.

1. Click Print Notice of Completion Report
2. Click **View PDF**
3. **Save** the .pdf to your machine and **print**.

Note: The Print Notice of Completion Report option is only available when a position is put in **Hired** status and saved.

Estimated Salary: 40000.00	Screenings Begin Date: 6/14/2004
Service Basis: 9 Months	Appointment Start Date: 8/1/2004
Priority: 1	Appointment End Date: 6/14/2006
Position Status: Hired	☐ Tenure ☒ Reappointment
Print Notice of Completion Report	☐ Mission Enhancement ☐ Grant Funded
Hours - FTE: 40 - 100%	

Print Notice of Completion Report button

You have successfully entered a position and followed the data entry process from start to finish. The remaining lessons will cover additional OARS functions, such as e-mail triggers, delegation, and system administrator functions.

LESSON 7 - ADMINISTRATIVE FUNCTIONS

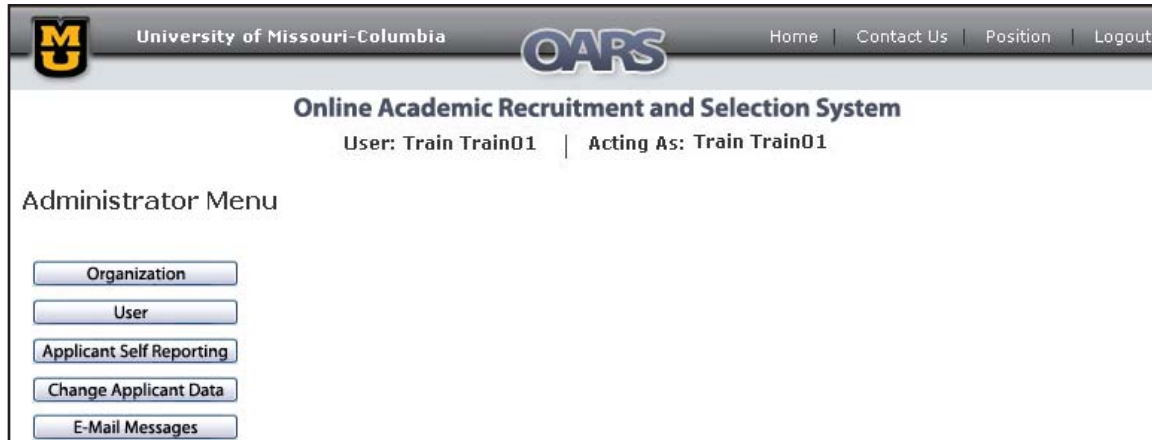
In this lesson, you will learn how to:

- understand the system administrator functions
- update your user information
- elect to accept some or all of the e-mail messages
- delegate to another person

Administrative Function Categories

There are six categories of Administrative functions, most of which are limited to the system administrator only. The **Administrator Menu** buttons are visible to everyone but are not active unless the user has the correct authority to perform the specific function.

Each category is discussed in the next section.

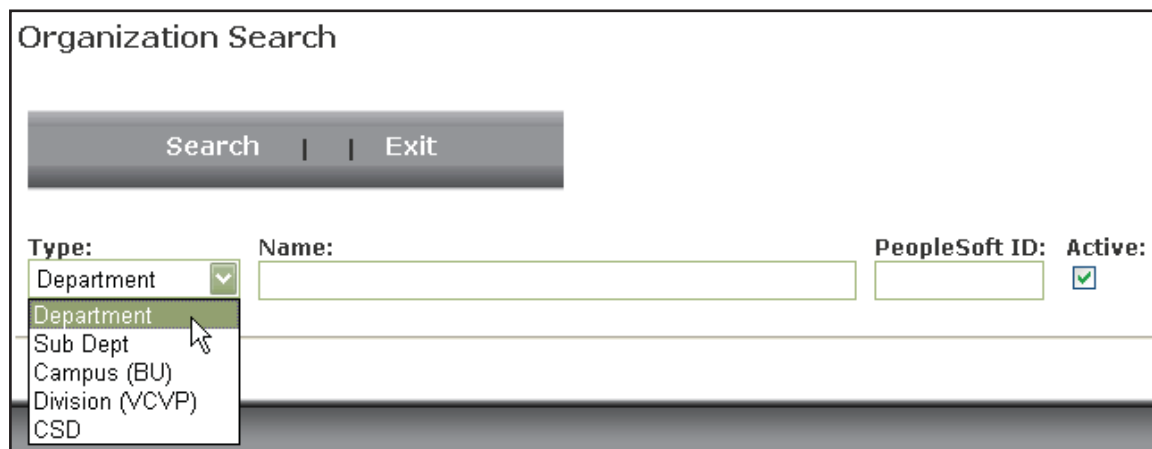
The screenshot shows the OARS (Online Academic Recruitment and Selection System) interface. At the top, there is a header bar with the University of Missouri-Columbia logo, the OARS logo, and navigation links: Home, Contact Us, Position, and Logout. Below the header, the title "Online Academic Recruitment and Selection System" is displayed, followed by the user information "User: Train Train01 | Acting As: Train Train01". The main section is titled "Administrator Menu" and contains a vertical list of buttons: Organization, User, Applicant Self Reporting, Change Applicant Data, and E-Mail Messages.

Administrator Menu

Organization Administrative Functions

The functions under the **Organization** button include details of the Organizational Unit as it relates to OARS, and the standard Distribution List for each Organizational Unit. To view details of the unit, click the Organization button. The **Organization Search** web form will display.

Select the organization type from the Type drop-down menu. Additional search features include entering the Name of the Organization Unit or the PeopleSoft ID. Once the search criterion is entered, click Search.

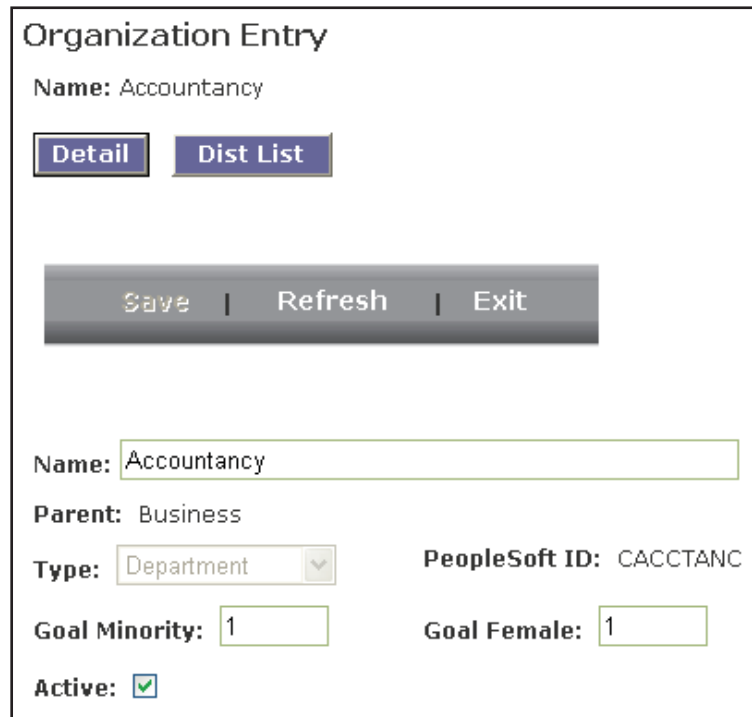
The screenshot shows the "Organization Search" web form. At the top, there is a dark grey button with the text "Search | | Exit". Below this, the form is divided into several sections. On the left, there is a "Type:" label followed by a drop-down menu. The menu is open, showing a list of options: Department (highlighted), Sub Dept, Campus (BU), Division (VCVP), and CSD. To the right of the drop-down menu is a "Name:" label followed by a text input field. Further right is a "PeopleSoft ID:" label followed by another text input field. On the far right, there is an "Active:" label followed by a checkbox that is currently checked. The form has a light green border and a white background.

Organization Search Form

The results of the search will display. Click the Select button for the organization unit from the results. If no results are displayed, check the criterion and search again.

If the correct name or the correct PeopleSoft ID is entered, the application will go directly to the **Organization Entry** web form.

There are two buttons to select from on the Organization Entry web form. The **Detail** button items are only changed by the system administrator. The **Distribution List** button, when selected, allows the end user to enter, edit, or update the departments's Distribution List Group.



The screenshot shows the 'Organization Entry' web form. At the top, the title 'Organization Entry' is displayed. Below it, the 'Name' field is populated with 'Accountancy'. There are two buttons: 'Detail' and 'Dist List'. A horizontal bar contains three buttons: 'Save', 'Refresh', and 'Exit'. Below this bar, the 'Name' field is 'Accountancy', the 'Parent' is 'Business', and the 'Type' is a dropdown menu showing 'Department'. The 'PeopleSoft ID' is 'CACCTANC'. The 'Goal Minority' and 'Goal Female' fields both contain the value '1'. The 'Active' checkbox is checked.

Organization Entry	
Name: Accountancy	
Detail	Dist List
Save Refresh Exit	
Name:	Accountancy
Parent:	Business
Type:	Department
PeopleSoft ID:	CACCTANC
Goal Minority:	1
Goal Female:	1
Active:	☒

Organization Entry Form

Note: Currently, **Minority** and **Female Goals** can only be added by Administrators.

Organization Detail

The **Organization Detail** form includes the following items. Only the system administrator can edit this web form.

- **Name** is the name of the Organizational Unit and should match the name in PeopleSoft as closely as possible.
- **Parent** is the name of the Organizational Unit parent and is populated from the information in PeopleSoft.
- **Type** is the type of Organizational Unit and cannot be edited.
- **PeopleSoft ID** is the PeopleSoft ID that is pulled from the PeopleSoft database and cannot be edited.
- **Goal Minority** is an editable field to reflect the minority hiring goals set by the unit.
- **Goal Female** is an editable field to reflect the female hiring goals set by the unit.
- **Active** is a check box to indicate if the organizational unit is still active. Deselecting this check box will result in the unit not being returned in Organizational Unit searches unless **Inactive** is specified.

Only the **Name**, **Goal Minority**, and **Goal Female** fields can be edited. To edit any of these fields, type the changes and click Save on the sub-menu. You may need to click Refresh on the sub-menu to display the changes.

Organization Distribution List

The **Organization Dist. List** web form is the standard organizational unit distribution list for the OARS application only. It does not affect the distribution list in Active Directory and is different than the Position Distribution List. This distribution list is brought into the position distribution list by default but is editable on a per position basis.

The persons on the distribution list and their respective roles are determined and maintained by each organizational unit. Persons can be added on this web form and their roles can be changed if needed.

The end-user can edit this web form.

Distribution List Entry

Name: Accountancy

Detail

Dist List

Save

Refresh

Add

Exit

Name	DistributionList Type		
Mary Meyer	Review	Edit	Delete
Brady Deaton	Approval/NonApproval	Edit	Delete

Distribution List Entry Form


**Step
by Step**
**Edit organization detail
and set up department distribution list group**

Steps	Practice Data
1. Log in to OARS	Go to http://oarstraining.missouri.edu and log in as pfeferj
2. Go to Administrator menu	Click on the Admin button
3. Go to Organization feature	Click the Organization button
4. Go to appropriate department	Search for Accountancy department.
5. Go to the Detail page	Click Detail .
6. Edit Organization Detail	Type the number of minority goals in the Goal Minority field.* Type the number of female goals in the Goal Female field.
7. Save Organization Detail	Click Save .
8. Go to the Distribution List	Click on the Dist. List button
9. Add a person	Click Add
10. Search for the person to be added	Enter Pfefer in the last name field and Joleen in the first name field and click Search
11. Select the person to be added	Click the Select button next to Joleen's name
12. Save new person	Click Save
13. Add additional people if necessary	If Brady Deaton and/or Mary Meyer do not show up. NOTE: Click Add , Search for them and click Select .
14. Select the appropriate role of each person entered (<i>if necessary</i>)	Click Edit next to Joleen Pfefer's name Under the Distribution List Type, select Approval/Nonapproval Click Update Click Save
	Click Edit next to Mary Meyer's name Under the Distribution List Type, select Review (<i>if necessary</i>) Click Update Click Save
	Click Edit next to Brady Deaton's name Under the Distribution List Type, select Approval/Nonapproval (<i>if necessary</i>) Click Update Click Save
15. Exit Dist. List web form	Click Exit
16. Exit Organization Search web form	Click Exit
* Note: Currently, only an Administrator can edit the Minority and Female Goals.	

User - Administrative Functions

The functions under the **User** button include:

- Details such as address and phone number
- User Group
- Delegation
- E-mail message selection

All users are able to view their own information on the **Person Add/Edit** and the **User Group List** web forms. Only the system administrator can view and edit information for all other OARS users.

The first web form after selecting User is the **OARS User Search** web form. This form allows the end user to search for themselves in order to delegate to another user and select what e-mail messages they want to receive.

User - Detail

Once a search is completed, the user **Detail** web form is displayed by default and contains the name, address, and communication types. To make edits, select the appropriate text box and make edits or add additional information about any person you have added into OARS, such as non-MU persons on the Distribution List. For all other edits, **contact the OARS system administrator**.

User - User Group

The **User Group** web form is where the system administrator updates User Group information. This allows the system administrator to add a group or delete a group from the User List. This web form is view only for end users.

User - Delegation

Delegation is a new concept in the hiring procedure and is an extremely helpful tool, allowing a person to delegate their rights and responsibilities to another person. It should be understood however, that once rights are granted to another person, that person can do and see everything that the delegator can do and see.

By delegating rights to another individual, you are effectively passing your judgment and authority to them and as such, should be done carefully. Also, by receiving the rights of another person, you are accepting responsibility to act in the manner of the person giving you that right. When you act on behalf of the delegator, it is your responsibility to do so in the appropriate manner.

The person you have delegated rights to and the expiration date of that delegation is displayed on the **User Delegate List** web form. Information is editable by the end user and the system administrator.

In addition, persons who delegated their rights to you and the expiration date for that delegation will be displayed in the right column. These fields can not be edited by you.

User Delegate List					
User Name: Train Train01		Detail	User Group	Delegate	Message Default
Save Refresh Add Exit					
Rights Given:				Rights Received:	
Name	Expire Date			Name	Expire Date
Geri Hudson	1/18/2007	Edit	Delete		

User Delegate List Form

To delegate your rights to another person, you first search for the person with the OARS User Search web form. Type in the last name and first name of the person you want to delegate to or their SSO ID if you know it and click search. Select the appropriate person from the search and the User Delegate List web form will be displayed.

By default, the delegation of rights will expire one year from the date you granted them. To edit the expiration date, click on the edit button. The expiration date field expands to allow the edit.


**Step
by Step**

Delegate your rights to another person

Steps	Practice Data
1. Go to the User web form	Log in to OARS with your training number (e.g. train01) From the main page of the OARS application, click Admin . Click User
2. Go to the Delegate web form	Click the Delegate button
3. Add a person	Click Add
4. Search for the person you want to delegate rights to	Enter Hudson in the last name field and Geri in the first name field. Click Search
5. Select appropriate person	Click Select next to Geri Hudson's name
6. Save information	Click Save
7. Edit expiration date	Click Edit next to Geri's name
8. Enter expiration date	Enter an expiration date (Note: The Expiration Date defaults to one year)
9. Update information	Click Update
10. Save information	Click Save
11. Exit to home	Click Exit

Person Add/Edit

Save | Exit | New |

User Name: Train Train01
Detail
User Group
Delegate
Message Default

Delegate Button

How to Access Delegation

To use delegation, i.e. act on behalf of a person that has delegated their rights to you, log in to the application or if you are already logged in to the application, click the **Home** hyperlink to return to the Home web form.

From the drop-down menu located on the left side of the web form, select the user you want to assume by clicking their name.

Under the header of each page are the **User** and **Delegate** fields. The **User** displays who you are logged in as while **Delegate** displays who you are acting on behalf of. If you have not assumed the role of another person, these two fields will display the same user name. This information will persist throughout the OARS application, enabling you to easily identify who you are acting on behalf of. To change user and delegate, return to the OARS Home page and log in as the appropriate person.

The screenshot shows the OARS (Online Academic Recruitment and Selection System) Home Page. At the top, there is a navigation bar with the University of Missouri-Columbia logo, the OARS logo, and links for Home, Contact Us, Position, and Logout. Below the navigation bar, the page title is "Online Academic Recruitment and Selection System". The current user is "Joleen Pfefer" and the user being acted upon is "Geri Hudson". On the left side, there is a drop-down menu with "Geri Hudson" selected. Below the menu are three buttons: "Admin", "Position", and "Reports".

Home Page with Delegate Options



Step
by Step

Access delegation from Geri Hudson

Steps	Practice Data
1. Go to Favorites	Click on the Favorites button in the browser and select Login to OARS .
2. Enter ID	Enter Pfeferj . Click Login
3. Select appropriate delegate	Click the drop down arrow next to Joleen Pfefer's name and click on Geri Hudson

User - Message Defaults

The **Message Default** button accesses the e-mail message selection menu. This is the location where the user selects what e-mail they want to receive and which they don't want to receive. To view all available e-mail generated by the OARS application, select the Message Default button.

The e-mail list will be adjusted as other e-mail needs are identified but the procedure for selecting additional e-mail will remain the same. To select all messages, click Select All in the sub-menu. To select a particular message, select the appropriate check box.

To review your e-mail selection, click Refresh on the sub-menu.

NOTE: Until you select the messages you wish to receive, you will **NOT** receive any e-mail messages from the OARS application. To perform your role, be sure to select all e-mail messages pertaining to your role in the Organizational Unit.

User Message Default

User Name: Train Train01

[Detail](#)
[User Group](#)
[Delegate](#)
[Message Default](#)

[Save](#) |
 [Refresh](#) |
 [Exit](#) |
 [Select All](#) |
 [Unselect All](#)

Trigger	Receive Message
1-A hiring need has been created.	☒
4-A Decision has been made to recommend a candidate.	☐
5-A recruitment action is ended by filling the position.	☐
6-A Position has been changed to Leave Open.	☐
7-OARS file closed.	☒
8-A position is approved for recruitment.	☐
9-A position is disapproved for recruitment.	☐
10-Search results are approved.	☐
11-Search results are disapproved.	☐
12-The recommended candidate is approved.	☐
13-The recommended candidate is disapproved.	☐
15-A delegation assignment has been made.	☐
22-A position has been submitted for recruiting approval.	☐
23-A position has been submitted for candidate approval.	☐
24-A position has been submitted for hire approval.	☐
25-A position state has been reset.	☐
27-Search results are in pending status.	☐
28-The recommended candidate is in pending status.	☐

User Message Default Form

**Step
by Step****Select e-mail messages you want to receive**

Steps	Practice Data
1. Go to Favorites	Click on the Favorites button in the browser.
2. Log in to OARS	Select Login to OARS
3. Enter ID	Enter train01, train02, etc. for the 8 am and 1 pm sessions. Click Login
4. Access Admin function	Click the Admin button
5. Access User information	Click the User button
6. Access e-mail selection web form	Click on the Message Default button
7. Select appropriate e-mails	Click the Select All button on the sub-menu
8. Save information	Click Save
9. Exit form	Click Exit

Applicant Self Reporting Administrative Function

The **Applicant Self Reporting** web form is to record the demographic information as reported by the applicant's Applicant Self Reporting Form. This data may differ from the original data entered by the Hiring Unit when entering Candidate information.

Only the OARS system administrator can access the Applicant Self Reporting web form.

Change Applicant Data Administrative Function

Changing **Applicant Data** is done only by the OARS system administrator. If applicant data needs to be changed due to a data entry error or the department receiving updated information, the end user will enter the changes on the **Change Request Form** (see link below). Forward the completed form to the system administrator.

<http://ipfd.missouri.edu/pages/programs/facjobs.htm>.

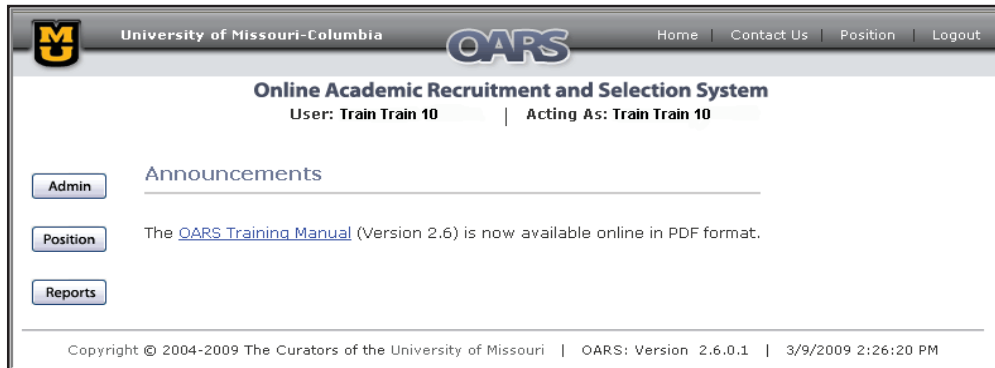
LESSON 8 - REPORTS

In this lesson, you will learn how to:

- access reports
- run reports

Reports Function

To view the list of OARS application reports, click the **Reports** button on the OARS Home page. The **Reports Menu** opens in a table with **Report Names** and **Descriptions**.



OARS Home Page

Reports Menu		
Report name	Description	Help Details
Position Applicants Detail	Applicant Details by Dept	
Applicants Summary w/Position Title	List by Position Title of Applicants w/Age, Gender,& Ethnic Group	
Candidate Criteria Report	Lists candidate name, criterion name/status type, user checked by and checked date.	
Candidate Reference Report	Lists candidate name, reference name/status type, user checked by and checked date.	
Recruiting - Hiring Plan	Hiring needs information	
Open File Report	Lists open files by department.	
Closed - Hired Positions	Summarized List of Position Titles - Hired or Closed	
Applicants Summary w/Working Title	Lists All Applicants, Their Info & title offered to them for positions in Hired or Closed state	
Applicants by Role Type	Applicants Grouped by File Number w/Age, Gender, & Ethnic Group	
Candidates by Role Type	Applicants Grouped by File Number w/Age, Gender, & Ethnic Group	
Position Search Committee	List of Search Committee member By File Number	
Hire Detail Report	List Offer Details by Position	
Hiring Needs Report	Lists Position Details when position is in Entry State	
Hire Report by File Number	List of Newly Hired Employees by Position	
Position Non-Acceptance Report	Lists the candidate & Reason for not accepting a Position	
Applicants/Candidates Non-Selection Count	Count by reasons of non-selection of Applicants by Position	
Candidate Non-Acceptance Count	Count by reasons of non-acceptance of Position by Candidate	
Individual Reason for Applicant Non-Selection	Detailed reasons of non-selection of Applicant by Position	
New Faculty Hires	Recently Hired Faculty (Age, Gender, Ethnicity) by Position	
Search by Hire Type	List of Positions by Hire Type	
Count of Non-Select Candidates by EthnicGrp Gender	Summary of non-select candidates by Ethnic Group, by Role, by Position	
Count of Applicants by Ethnic Group Gender	Summary of Applicants by Ethnic Group and Gender, by Role, by Position	
Applicants by Dept Ethnic Group and Gender Count	All Applicants for a position by Ethnic Group & Gender Count	
Hire Report by Ethnic Group and Gender Count	Details of Hires by Ethnic Group and Gender by Role,by Position	
Candidates Not Accepted	Non Accepted Candidates with their address & phone no details	
Approval State Report	Date & Vote of Distribution List Members at Current State	
OARS Users	List of OARS Users by Department	

Reports Menu Form

To run a report, click the **Details** link for the report to view the instructions for the report parameters. These instructions will open in a new web browser so that you may refer to the instructions as you are entering/selecting parameters for the report. Follow the instructions for each report.

Applicants Summary w/Position Title

User ID: Rebecca Reissing

File Number:

Job Description ID:

Leave this field blank

Job Code:

Report Parameters Example


Step by Step

Run a report

Steps	Practice Data
1. Go to Favorites	Click on the Favorites button in the browser <i>(if necessary)</i>
2. Log in to OARS	Select Login to OARS <i>(if necessary)</i>
3. Enter ID and log in	Enter train01, train02 , etc. for the 8 am and 1 pm sessions . Click Login <i>(if necessary)</i>
4. Access Reports information	Click the Reports button
5. Access Report	Click on the Applicants Summary w/ Position Title hyperlink.
6. Enter appropriate parameters	Enter your File Number (the number you recorded earlier during training).
7. View Report	Click on Convert to PDF
8. Save and/or print	The .pdf can be saved to your machine and/or printed.
Note: There is also an option to Convert to Excel.	

LESSON 9 - PUTTING IT ALL TOGETHER

In this lesson, you will:

- enter position information
- enter candidate information
- vote and approve position, candidates, and hire
- assign a delegate
- select appropriate e-mail messages

End of Course Exercise

Enter a position and take through hiring process

Select appropriate e-mails and assign a delegate

Steps	Practice Data
1. Log in to OARS	Log in to OARS
2. Enter ID	Enter train01, train02, etc as stated by the instructor. Click Login
3. Enter Position Information	Click Position
4. Add a new position	Click New
5. Enter position data	Create a position in the Accountancy organization using fake data.
	Enter 1712345 for the Job Description ID
	NOTE: In the Working Title field, be sure to enter your training computer number so you can find your specific position when doing a search.
	Enter 2 References and 2 Criteria for the position
	Enter Funding information. If you are using Accountancy dept. use mocode CM765 . Accountancy will fund the position 100%. No split funding.
	Distribution List members are: Brady Deaton: Approver Mary Meyer: Reviewer Add Search Committee members: Joleen Pfefer: Committee Chair Geri Hudson: Committee Member Note: The training database will only recognize these individuals.
6. Put the position into Position Approval status	Click the Position Approval button (located on the main Position page). Click Save .
7. Approve the position	Log in to OARS as each distribution list member and vote. Deaton's login is deatonb Meyer's login is meyerm
8. Enter candidate information and evaluate	Log in as your training number. Enter 2 candidates . Use fake information. Check the References and Criteria for each candidate. Evaluate and move one applicant up to the Recommended level with priority of 1 and give the other applicant a Non-Select Decision
9. Put the position into Search Approval status	Click the Search Approval button (located on the main Position page). Click Save .
10. Approve the Search	Log in to OARS as each distribution list member and vote

Steps	Practice Data
11. Put the position into Hire Approval status	Click the Hire Approval button (located on the main Position page). Click Save .
12. Hire the Candidate	Log in to OARS as each distribution list member and vote
13. Record hiring	Log in as train01, train02, etc and next to Position Status , select Hired in the drop-down menu.
14. Save position information	Click Save
	Click Print Notice of Completion Report and view the PDF
15. Exit position information	Click Exit
16. Administrative functions: Assign a delegate	Click Admin
17. Enter User information	Click User
18. Enter Delegate web form	Click Delegate
19. Assign Delegate	Click Add
20. Search for Delegate	Enter Crum in the last name field and Barry in the first name field, then click Search .
21. Select Delegate	Click Select
22. Save changes and exit	Click Save . Click Exit
23. Select default e-mail messages	Click Admin . Click User . Click Message Default button
24. Select appropriate e-mail	Select the following e-mail triggers by clicking the corresponding check box: 1, 10, 11, 12, 13, 22, 23, 24
25. Save changes	Click Save
26. Exit Message Default web form	Click Exit

Questions or Problems?

Please contact **Sheryl Cullina** or **Human Resource Services** if you have questions about OARS.

Sheryl Cullina

HR Specialist III

Human Resource Services

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